Job Description for Wildlife Researcher and Trade Analyst

About us

We investigate and campaign against environmental crime and abuse. Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

EIA’s activities come under four programmes of work: Climate, Forests, Ocean and Wildlife. EIA’s Wildlife Program aims to reduce wildlife crime globally and consists of three core campaigns focused on Asian big cats, Elephants and Pangolins.

About role

EIA is seeking a skilled researcher with Vietnamese and English language skills to join EIA’s Wildlife Programme. This is an exciting opportunity for a candidate with the required language skills who can demonstrate excellent research skills. The ideal candidate will be highly organised with the ability to review and methodologically process a large amount of complex information and data to prepare concise briefs and reports. The ideal candidate will work well within a team and be committed to working on global conservation and environmental issues.

The role is for a period of one year with the possibility of extension subject to funding.

Main purpose of position:

Primary responsibilities of the Wildlife Researcher will include: conducting Vietnamese and English language research and analysis related to illegal wildlife trade; transcribing materials; drafting internal memos and reports in English; assisting various staff members with preparation of external advocacy materials for a variety of audiences; co-ordinating with EIA staff members; attending external meetings and events in the UK and abroad as appropriate; liaising with external stakeholders as appropriate; carrying out assigned administrative, co-ordination and project monitoring tasks; and contributing to strategic planning.

Salary: Grade 2 (1) – 28,000 – 32,000 (depending on skills and experience)

Organisational matters:

The Wildlife Researcher will report to the Senior Wildlife Campaigner with priority objectives and tasks determined by campaign strategies and workplans. The post will work with the Elephant Campaign and Pangolin Campaign teams under EIA’s Wildlife Program.

Responsibilities:

Research and advocacy:

• Conduct detailed Vietnamese and English language research and analysis on illegal wildlife trade including social media research
• Prepare internal briefs and reports in English
• Monitor key developments relevant to the campaign such as trade flows, market trends, and legislative and policy developments particularly in relation to Vietnam
• Assist relevant staff members in preparing and disseminating compelling written and visual materials that advance campaign objectives
• Assist relevant staff members in preparing and planning for key campaign activities and trips
• Participate in relevant national, regional and international meetings /events as appropriate
• Liaise with external stakeholders and contacts as appropriate such as governments, media and NGOs
• Prepare online content such as news posts, blogs, and social media messages (in English and Vietnamese as appropriate) and liaise with EIA’s Communications Department over dissemination
• Work with relevant staff to prepare a campaign and communication strategy for increasing EIA’s advocacy impact in Vietnam and identify new strategic opportunities for EIA to further campaign objectives

Internal Communications:
• Work closely with staff in all departments to support delivery of projects and priorities in line with campaign strategies
• Transcribe and translate materials from Vietnamese to English or vice-versa
• Ensure that relevant information is shared internally in a timely manner
• Produce concise internal reports resulting from research activities and trips and meetings
• Collate, analyse and share internally, developments relating to policy and implementation of EIA campaign objectives
• Participate in regular internal campaign meetings

Information management
• Ensure work materials are organised and accessible through EIA’s information management systems

Operational and Administrative Activities:
• Undertake assigned administrative activities related to budgets and expenditures, and project co-ordination and monitoring

Strategic Planning:
• Contribute to the development of campaign strategies