

ANNEX 1 - Contract detailing Terms and Conditions of Employment**ISLAND CONSERVATION SOCIETY****Job Description****1. IDENTIFICATION OF POST****JOB TITLE** Assistant Conservation Officer**RESPONSIBLE TO** Conservation Officer**RESPONSIBLE FOR** Conservation Ranger(s)/ Assistant Conservation Ranger(s)**2. OVERALL PURPOSE OF POST**

The Assistant Conservation Officer (ACO) is required to provide assistance and share responsibility with the Conservation Officer (CO) for implementing and reporting on the Conservation Management Plan and Annual Plans which include programmes for biodiversity monitoring, conservation and rehabilitation of terrestrial and marine ecosystems of the Island.

3. DUTIES and RESPONSIBILITIES

The ACO will be required to:

1. Study and fully understand the requirements of the Island Conservation Management Plan and the annual conservation plans deriving therefrom.
2. Contribute as necessary to the revision of the Conservation Management Plan and annual plans.
3. Contribute as necessary to the production of monthly and annual reports.
4. Assist in the implementation of baseline surveys, conservation monitoring and science projects and programmes.
5. Assist with the collection, validation, sorting and storage of data using standardised protocols.
6. Implement biodiversity monitoring programme for terrestrial and marine ecosystems as directed.
7. Implement approved relocation and rehabilitation programmes, and control or eradication of introduced fauna and flora.
8. Assist with the implementation of project activities relevant to the Island.
9. Assist in implementation of biosecurity protocols and anti-poaching measures.
10. Assist consultants, scientists, researchers, government officials, volunteers and other visitors as instructed.
11. Assist the Conservation Officer in the training of junior conservation staff as necessary.
12. Assist the CO with the carrying out of guided tours of the island and/or educational presentations to visitors and guests as and when necessary.
13. Participate as and when requested with the any conservation work on Island.
14. Create content for the Organisation through regular photos or videos for social media platforms.
15. Assist the Conservation Centre leader to produce 03 compulsory monthly social media posts including high-quality photos or videos and 03 compulsory annual blogs or articles for external platforms.

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4. **JOB REQUIREMENTS**

Minimum – Possess a university undergraduate degree in the biological, conservation and environmental sciences or closely related field with relevant field working experience or at least 4 years working for ICS or similar conservation organisations in a position equivalent to Senior Conservation Ranger.

Have experience of working in remote locations in relatively basic and unpretentious living conditions.

Be able to lead and guide tours of the Island and make presentations to visitors and guests

Demonstrate good report writing skills

Be familiar with and have working knowledge of relevant computer applications (eg QGIS, SQL) and a good working knowledge of Microsoft Office.

Good data analytical skills - knowledge and application of basic statistics

Desirable - Open water scuba certification with at least 30 hours of logged dive time.

Boat handling experience

Basic First Aid qualification and experience.

A passion for conservation and the biodiversity of species.