

OVERSEAS OPERATIONS INTERN

Job Title: Overseas Operations Intern

Reporting to: Overseas Operations Managers

Location: Frontier Office, London, UK

PRIMARY FUNCTION

To gain experience in the operation and administration of overseas conservation projects, providing assistance to the Operations Managers and supporting the overseas operations team.

GENERAL OUTLINE OF THE ROLE

Assist the Overseas Operations Managers with the following:

- Communication with overseas projects, expeditions and country HQs;
- Recruitment, briefing and training of field staff;
- Sourcing, purchasing, and dispatching equipment;
- Collating internal reports and reports requested by donor agencies;
- Monitoring and evaluating project activities;
- Researching new country and project locations.

MAIN DUTIES & RESPONSIBILITIES

- Ensure that all communications are recorded effectively;
- Assist with staff recruitment including sending invites to candidates and arranging interview sessions; and organising the information in a relevant way;
- Assist with the set-up and co-ordination of the pre-departure Field Staff Briefing & Training;
- Assist that staff have provided full information and documentation prior to departure overseas; and entering important information into the staff database, and submitting these to the relevant overseas headquarters;
- Assist in collating requests for equipment from staff and provide feedback;
- Assist with the packing and despatch of equipment to field projects, expeditions and country HQs;
- Monitor project activities through reporting system; Updating the recruitment database and staff database;
- Assist in collating, checking, and filing quarterly reports;
- Assist other London HQ staff, as necessary, including presenting at volunteer recruitment sessions and assisting at quarterly Briefing Weekend and Training Weekend;
- Any other tasks as required by the Operations Managers or Managing Director;
- Checking the FCO for up-to-date in-country information, and communicating the information efficiently;
- Taking part in presenting school talks, careers fairs and similar events.

TERMS & CONDITIONS

Contract Duration: 3-6 months, minimum of 4 days a week, 10:00 – 17:30

Accommodation: N/A

Travel: Travel costs reimbursed monthly to the equivalent of a London Zone 1-6 travel card.

Insurance & Admin: N/A

Subsistence: Non – salaried position. Subsidised 10-week overseas placement on a Frontier research programme (excluding return flights, visas, insurance, and dive- training) on successful completion.

Training: N/A

JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications Education/Knowledge:	- Educated to degree level in social science or environmental discipline	- Relevant Masters degree - Knowledge of conservation issues
Experience:	- Working in a dynamic environment - Working as part of a team - Office and administration experience	- Working with NGOs - Working in developing countries
Skills:	- Report writing and presentation skills - Good numerical skills - Administrative and time management skills - Good IT skills, particularly a good working knowledge of spreadsheets and word processing - Ability to work with limited supervision, and to be a proactive team member	- French, Spanish, Kiswahili or Malagasy language skills
Personal Attributes:	- Commitment to conservation - Flexible approach - High attention to detail - Ability to motivate others, and work as part of a team - Sense of humour	