



UK Executive Officer

Start Date:	1 st June 2010
Term:	Permanent
Hours of Work:	37.5 hours per week. Occasional weekend and evening work outside normal hours will be required.
Salary:	ca. £28,000 depending on skills and experience
Responsible To:	Chief Executive Officer, Falklands Conservation
Location:	UK. This position is currently home based.

OVERALL PURPOSE OF THE JOB

Promote and represent Falklands Conservation in the UK and abroad through provision of services to its Trustees and members, through promotional activities, and by liaising with relevant organizations. Raise funds and resources for FC within the UK and support global fundraising initiatives as appropriate. Manage and produce publications. Support the operational requirements of Falklands Conservation (FC) in the UK and in the Falkland Islands. Assure FC meets its statutory obligations as a UK registered charity and limited company

Working relationships: *Inside the organisation:*

- Logistical, administrative and programme support components will touch upon all areas of operations and a close working relationship must be maintained with all staff, particularly the Chief Executive Officer.
- Work closely with FI Office Administrator to manage accounts, membership and sales.
- Support recruitment of and oversee volunteers as and when appropriate.
- Provide secretarial services, support and advice to Trustees as required.

Working relationships: *Outside the organisation:* Including, but not limited to:

- Royal Society for Protection of Birds, BirdLife International, IUCN, WWF
- Foreign & Commonwealth Office, Overseas Territories Environment Programme
- European Commission
- Prospective sponsors and partners in private, public and not-for-profit sectors
- Tourism operators
- Media, conservation organizations and individuals
- Scientists and external researchers visiting or working with Falkland Conservation
- Auditor and investment advisors
- Charity Commission and Companies House (England & Wales)

Main Duties:

Trustees and Members

1. Co-ordinate, service and support UK Committees, Trustee Board, UK members' meetings, and the Annual General Meeting.
2. Service and promote membership of Falklands Conservation in the UK and globally.
3. Produce the members' magazine twice per year, and coordinate production of an Annual Report.

Finance and Administration of Charity

4. Maintain Falkland Conservation's reference library and filing systems in the UK.
5. Respond to written, telephone, e-mail enquiries as necessary.
6. Administer the finances of the UK operation including bookkeeping, bank accounts, and investments.
7. Work with the CEO to produce an annual budget and work-plan, and to prepare quarterly financial and technical progress reports for review by the Trustees.
8. Work with the auditors to produce annual accounts.
9. Carry out duties as Company Secretary for a UK registered charity and company.

Fundraising/Publicity/Community Engagement

10. Work with the CEO to develop raise funds through grants/donations/sponsorship and explore new funding streams to support core staff and programmes.
11. Administer Gift Aid scheme in the UK.
12. Liaise with UK academic institutions as required.
13. Organise fundraising events and implement fundraising initiatives, including Penguin Adoption, with support from volunteers
14. Represent Falklands Conservation to UK/European based organizations as required; represent FC at international meetings as required.
15. Promote the work and interests of Falklands Conservation in UK and globally through displays, exhibitions, media releases, networking, and other appropriate means.
16. Coordinate and supervise volunteers to support FC activities.
17. Oversee the production of FC publications.
18. Work with the CEO to build positive relationships with other conservation organizations, individuals and industries in the UK or abroad.
19. Oversee webshop and UK sales

Support to FC in the Falkland Islands

20. Provide remote support and assistance to Falkland Islands based staff as necessary.
21. Facilitate and coordinate communication between internationally based partners, supporters and FI Office as necessary.
22. Visit the Falkland Islands at least annually and work alongside FI Staff providing technical and logistical support.
23. Work with Project Officers in the Falklands to develop an understanding of project logistics and implementation, and better inform UK based Trustees and donors.

Personal Attributes and Skills

- Well organised, practical, creative, diplomatic.
- Very personable, excellent communication skills.
- Team oriented, enjoys working with a wide variety of people.
- Self motivated and able to work to priorities with minimal supervision.
- Financially literate.
- Strong dedication to the goals of Falklands Conservation.

Essential Requirements

- Education qualifications must include A-Levels or equivalent in a minimum of 3 subjects.
- A good track record in charitable fundraising, preferably in the environment sector.
- Experience working within the not-for-profit sector with experience of running meetings, taking minutes, and supporting Trustees.
- Familiarity with accounting systems and software.
- Experience of preparing material for publication, including editing, and ability to write to a high standard for a variety of audiences.
- Advanced skills with Microsoft Windows and Office software.
- Comfortable working occasional odd hours and weekends and with travelling overseas.

Desirable Requirements

- Experience with desktop publishing software and graphic design.
- Knowledge of charity governance.
- A keen interest in practical/"grassroots" conservation and applied sciences.
- Knowledge of the Falkland Islands community.
- Experience in managing website content, editing materials for online circulation.