

Position vacancy

Development Administrative Assistant

Location: Either in one of our global offices (Bristol or London - UK, Kenya, Madagascar, Belize, Indonesia, Timor-Leste, Senegal), or home-based within countries where Blue Ventures has administrative capacity (Tanzania)

Closing date for applications: 31st October 2024 23:59 GMT

Contract status: Global post, full-time

Start date: As soon as possible

Contract duration: 1-year fixed-term contract

Remuneration: circa £23,700 gross per annum (UK); circa Ksh780,000 gross per annum (Kenya); circa MGA 9,600,000 net per annum (Madagascar); circa BZD 20,400 gross per annum (Belize); circa IDR 77,293,000 gross per annum (Indonesia); circa USD 4,060 gross per annum (Timor-Leste); circa XOF 3,240,000 gross per annum (Senegal); circa TZS 11,176,000 gross per annum (Tanzania).

Salary Band: E2

We rebuild tropical fisheries with coastal communities

Blue Ventures is a marine conservation organisation that puts people first. We support coastal fishers in remote and rural communities to rebuild fisheries and restore ocean life. Our work began two decades ago in Madagascar's remote coastal communities and is growing globally.

Across a dozen countries, we're partnering with traditional fishers and community organisations to design, scale, strengthen, and sustain fisheries management and conservation at the community level. We bring partners together in networks to advocate for reform and share tools and best practices to support fishing communities worldwide.

Summary job description

We are currently recruiting an administrative assistant to support our Donor Stewardship team to ensure effective grant management and fundraising delivery. This is an exciting opportunity to join an ambitious and growing team in a support function. Reporting to the Global Project Development Manager, this is a full-time role on a one-year fixed-term contract. The role will require working closely with overseas colleagues.

The successful candidate will be a motivated, proactive, and highly organised individual with excellent knowledge of administrative systems. You will demonstrate a proven track record through employment and/or volunteer experience of prioritisation, multi-tasking, flexibility, adaptability, and exceptional oral and written communication skills. You will thrive in dynamic, fast-paced, and ambitious environments and ideally have a proven track record in communicating effectively and professionally and managing competing priorities to meet deadlines reliably.

We are looking for an individual who is open to new ideas, embraces innovation, and can demonstrate experience building effective working relationships. Applications will be assessed based on candidates' alignment with BV's core values and mission to support human rights-based approaches to marine conservation and fisheries management.

Responsibilities

Administration:

- Supporting the team with administrative tasks, including organising meetings and keeping filing systems up to date
- Auditing/cleansing and systematising team documentation
- Creating templates for the Donor Stewardship team and keeping them up-to-date
- Supporting with meeting minutes and agenda development
- Regularly tracking funding opportunities (including on the UG System for Award Management) from subscription platforms and maintaining a pipeline of prospects
- Logistic support for travel and funder visits
- Supporting the team budget monitoring (tracking expenses, reconciling costs, raising PRs and POs)
- Keeping the grant management system, Salesforce, up to date, including ensuring all grant documentation is stored and updated in relevant systems
- Creating Salesforce reports as and when required by grant managers/leads and Heads of
- Running learning sessions for the Donor Stewardship team/maintaining the Donor Stewardship lessons learned log.
- Sharing ideas, information and learning to contribute to fundraising and grant management processes and protocols and to support broader learning with donors

Communications:

- Supporting with logistics and preparation for donor events, including webinars and donor calls
- Working with the Communications team on key donor outputs (e.g. maps for proposals, updates for quarterly organisation-wide events)
- Managing team posts on internal communication platforms

Culture:

- Promoting a culture of high performance and continuous improvement that values learning and a commitment to quality

- Upholding and promoting BV's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve
- Nurturing a positive and productive work environment which is free from harassment and bullying
- Ensuring that all organisational activities are consistently performed under the principles of equity, fairness, inclusiveness and respect for the diversity of people

Please note that this job description is not intended to be an exhaustive list of duties and responsibilities.

Skills and experience

Required

- Excellent oral and written communication skills
- Fluency in written and spoken English
- Excellent time management and organisational skills
- Strong interpersonal skills and ability to relate to and work effectively with individuals from a wide range of backgrounds and cultures at all levels
- Excellent knowledge of G Suite products, MS Office, and Google Apps
- Ability to prioritise tasks and manage a busy workload
- Excellent attention to detail and accurate record-keeping
- Ability to convey messages clearly in presentations, meetings and written form
- An ability to marshal resources and continually improve systems and processes

Desirable

- Excellent skills in communication of information to a diverse range of stakeholders
- Knowledge of customer relationship management tools, such as Salesforce
- Experience in the small-scale fisheries, marine conservation, or rural development sectors.
- Competency in French/Portuguese/kiSwahili/Bahasa/Malagasy.

You will be a great fit if

- You show a commitment to Blue Ventures' mission and values, evidenced by a high level of personal and professional integrity, humility and humanity.
- You demonstrate a strong bias for action and comfort with the uncertainty; you are motivated to move forward, make decisions, and finalise details quickly once information is available.
- You've shown a willingness and ability to challenge the status quo creatively and productively.
- You have an analytical mindset and orientation toward measurement, outcomes and continuous improvement and learning.
- You think critically and put a high value on offering and receiving constructive feedback and criticism.
- You're a natural relationship builder and have a proven ability to work collaboratively with others in a complex organisation, demonstrating professional curiosity, team

building and facilitation skills. You enjoy collaboration and have a genuine interest in learning from and developing others.

- You are a passionate professional combining strong leadership skills, patience, and a humble approach.
- You're able to engage people's energies, hearts and minds in service of a mission. You use exemplary interpersonal skills to establish relationships of trust and influence
- You're detail-oriented and compliance-minded; you enjoy dotting i's and crossing t's
- You demonstrate excellent organisational skills, an ability to marshal resources, and continually improve systems and processes.
- You show self-motivation, flexibility, and the ability to work and thrive in a fast-paced, energetic, entrepreneurial environment.
- You're trustworthy in managing sensitive situations and information; you are discrete, professional, and possess excellent judgement

We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion or sexual orientation, and evaluate all candidates based on merit. We welcome candidates from countries in which Blue Ventures operates. We offer a supportive environment for professional development, as well as a competitive salary.

Gender equality and equity are key priorities for Blue Ventures and its mission to secure more sustainable fisheries management and conservation for communities. It is the responsibility of all employees to ensure that equal opportunities are available and accessible for all and that no one is excluded or further discriminated against due to the multiple identities they may hold, including sex, gender, age, ethnic origin, disability, religion or belief, socio-economic status or geographical location.

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero tolerance approach to anyone who contravenes our safeguarding and protection policies. All candidates will be asked questions on safeguarding and child protection.

Any conduct that prevents the promotion of equality and equity will be dealt with in accordance with BV's policies and procedures and we encourage all colleagues, partners, trustees and communities to report violations to our code of conduct via the email report@blueventures.org or [+44 7950 182475](tel:+447950182475).

This job description details the main duties and responsibilities for the position. However team members are required to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular job description.

Where any task becomes a regular part of someone's responsibilities, the job description will be updated in consultation with the team member.

Application process

Applicants should apply online via Blue Ventures' website by 31st October 2024.

Please note that applications will be reviewed on a rolling basis and first-round interviews may be conducted with short-listed candidates before the application deadline.

All shortlisted candidates will be contacted within two weeks of the closing date.

Why work with us?

Mission: We operate at the frontline of some of the world's most pressing environmental problems, innovating effective, equitable and scalable responses with coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our colleagues to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our colleagues to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our approach works, and we're determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence.



Innovation & courage

We're resourceful and creative. We're prepared to take risks and challenge broken paradigms.



Openness & humility

We work in a transparent and collaborative way to share what we learn.



Grounded in evidence

We have high standards and aren't afraid to be self-critical. If something doesn't work, we change tack until we're on the right course.