

# OCEAN CENSUS

## Expedition Logistics Coordinator

Reference OCELC022024

Start: 01/04/2024

**OCEAN CENSUS** – [www.oceancensus.org](http://www.oceancensus.org)

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Ocean Census' mission is to accelerate the discovery of ocean life and catalyse its protection for future generations.

### THE ROLE

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Ocean Census is actively seeking an Expeditions Logistics Coordinator to join our dynamic team to support the expeditions team working on a predominantly international program. This is an exciting opportunity for an individual with experience in either international logistics, scientific field operations, maritime operations, or media production.

### WHAT ARE WE LOOKING FOR?

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We are looking for an individual with relevant experience to support the Expedition Team in travel, administrative and logistical aspects of implementing expeditions – predominantly focused on the team's travel, visas, participation agreements, apparel sizing, and shipping of equipment to / from the Expedition - noting the travel is booked through Ocean Census's agent.

### DETAILS

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**Start:** As soon as possible, ideally 1st April 2024.

**Location:** Office-based or hybrid working, ideally 2 days per week at Oxford area HQ. Remote applicants considered.

**Salary:** £25,000 to £30,000 per year, according to skills and experience.

**Contract:** 12-month fixed term, full time. Part-time will also be considered.

**Hours:** 37.5 per week

**Reporting to:** Expeditions Manager

**Working with:** Expeditions, Science, Communications, Media, Finance and Central Operations teams.

### KEY RESPONSIBILITIES AND TASKS:

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#### Expedition Participant Management

- Coordinate participants' travel arrangements for expeditions and other events such as flights, visas (if required), accommodation and internal transport, including dealing with logistics agents.
  - Liaising with expedition participants regarding completion of all forms and waivers to confirm expedition participation (e.g. personal and next of kin details, medical and media releases)
  - Obtaining participant sizing for expedition apparel.
  - Ensuring that expedition participants' details gathered are stored in a way that complies with data protection.
  - Working with the Finance and Central Operations team to ensure all participants have appropriate insurance coverage - if partner institutions are providing coverage for participation, obtain details of this to ensure they match expedition medivac needs.
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- Coordinating with expedition participants for submitting expense claims.
- In the event of an emergency, under the direction of the Expedition Management team, provide support for reactive response for emergency personnel travel requirements (e.g. personnel needed to return home).
- Supporting the team to mobilise and pack supplies and equipment, updating the Asset Management System accordingly and liaising with shipping agents.
- Supporting the Expedition Team in liaising with partners and assisting with resolving ad hoc queries.

## KEY ATTRIBUTES

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### Essential

- A minimum of 2 years working in international logistics, ideally supporting maritime operations, science fieldwork or expedition-style activities.
- A confident, proactive, and independent self-starter able to work quickly, flexibly and responsively in a fast-changing environment.
- Competent with Microsoft Excel, including formulas, lookups and pivot tables.
- IT literate with good knowledge of other Microsoft Office applications, in particular Word and Excel.
- Highly organised, and detail-oriented, with the ability to manage multiple areas of work.
- Strong interpersonal and communication skills, with the ability to be confident and assertive in communicating with people at all levels, to build good working relationships across the organisation.
- Experience of working with logistics, insurance and personnel data management (incl. working within GDPR framework).
- Evidence of being able to work with people from all countries and backgrounds in a culturally sensitive and respectful manner.

### Desirable

- Experience in external contracting and procurement.
- Formal GDPR awareness training.
- Experience in budget management and reporting.
- Familiarity with Google Workspace and live document management.

## HOW TO APPLY

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To apply for this position please send your CV with a covering letter quoting reference OCELC022024 explaining why you think you would be a good fit for this role to [finance@nektonmission.org](mailto:finance@nektonmission.org).

Only shortlisted candidates will be contacted for interview. The recruitment is open until a successful appointment is made.