



Job Title:	Manager
Position Type:	Full time
Salary:	Competitive salary commensurate with skill and experience
Responsible to:	Board of Directors
Responsible for:	All LOC staff members
Based in:	Watamu, Kenya
Application Deadline:	3 rd of August 2018

Who is Local Ocean Conservation?

Local Ocean Conservation (LOC) is a private not-for-profit organisation based in Watamu, Kenya. LOC is committed to the conservation of special marine areas and endangered species, with sea turtles as the flagship species for healthy oceans. The organisation encourages the sustainable use and management of marine resources for the benefit of future generations and Kenya's marine heritage, through empowerment, education and campaigning.

The name Local Ocean was chosen because our goal is to encourage people to look after their own 'local ocean', creating a chain of sustainably managed areas of ocean. To this end we work alongside coastal communities, and like-minded NGOs, as well as the Kenya Wildlife Service and other applicable government agencies.

Who are we looking for?

LOC is looking for a full-time Manager who has a passion for marine conservation and will guide the work of the organisation according to its mission statement and objectives. The candidate will be highly motivated to drive conservation efforts along the Kenyan coast, especially the Watamu / Malindi area, and work towards developing models for community based coastal conservation which can be implemented regionally. They will be knowledgeable about current coastal and marine challenges faced locally and internationally and have experience of working in the tropics. They will have experience working with multiple stakeholders (including government and community groups) on complex issues. The candidate will also be experienced in managing staff and volunteers from diverse backgrounds. The day-to-day running of the organisation requires the candidate to be able to handle a range of tasks of a technical and administrative nature.

Key Duties and Responsibilities:

1. Overseeing LOC's various programmes and ensuring the smooth day-to-day running of the organisation. LOC's programmes include:
 - Community Outreach and Development
 - Marine Environmental Education
 - Watamu Turtle Watch
 - o Sea Turtle Nest Monitoring and Protection
 - o Sea Turtle Bycatch Rescue and Release
 - o Sea Turtle Rehabilitation
 - Diani Turtle Watch
 - Mangrove Restoration
 - EcoVisitor Programme
2. Developing programme work according to current best practices and adapting as necessary to suit local conditions
3. Working with departmental heads to develop, implement and monitor work plans, coordinating the work of each department and creating inter-departmental linkages where needed.
4. Communicating, building and maintaining effective working relationships with relevant stakeholders (funders, partners, government agencies, commercial entities, media, etc.)
5. Overseeing the day-to-day financial management and the finances of the organisation, such as checking internal streams, incoming funds and bank accounts
6. Working with the Board for overall financial oversight, overall organisational budget and to source sufficient funding
7. Reporting to the Board of Directors

8. Developing research plans relevant to LOC's on going programme work and publishing findings
9. Fund raising & relevant reporting
10. Contributing to strategic planning
11. Managing staff
12. Recruiting suitable interns and monitoring their work
13. Building capacity within the LOC team and attracting relevant parties to aid in this
14. Attending meetings with partners and stakeholders, and attending relevant conferences
15. Creating bespoke documents (articles, reports, booklets, etc.) aimed at different stakeholders/audiences to share the findings, ideas and strategies of LOC
16. Managing and overseeing creation of quality digital content (photos and videos) for data records, awareness programmes and publications
17. Curating the organisation's social media accounts and website

Person Specification:

Attributes	Essential Requirements	Desirable Requirements
Education / Experience	Master's Degree in Marine Biology, Environmental Sciences, Geography or related field, with marine experience.	PhD in Marine Biology, Environmental Sciences, Geography or related field.
	At least three years of work experience in a similar field. Experience of working in a developing country with local communities. Experience working with multiple stakeholders, including government agencies.	Experience of working with sea turtles.
	Experience of managing a team, setting tasks and maintaining an overview of the workload and performance of that team.	Experience of working with volunteers and interns.
	Demonstrated ability to manage finances.	Experience with large and complex budgets. Experience in writing funding applications.
	Experience with managing and maintaining IT equipment.	Knowledge of IT infrastructure and programming.
	Fluent in English and prepared to learn Kiswahili.	Fluency in Kiswahili.
	Experience in curating social media accounts, including creating content.	Experience with photography and videography editing with relevant software. Experience of managing websites with knowledge of WordPress.

Skills / Personal Requirements	Interest in and commitment to the aims and objectives of Local Ocean Conservation.	
	Strong attention to detail and a methodical approach to work.	
	Time management skills and an ability to multi-task, prioritise and work to deadlines.	
	Professional manner and approach with excellent listening, verbal and written communication skills.	
	Calm, can do attitude and able to work on own initiative.	
	Physically fit, strong swimmer, qualified diver. Able to conduct fieldwork in a hot and humid environment.	Boating skills.
	Practical and willing to get stuck in to any task.	Basic knowledge of cars, pumps, electronics etc.
	Clean Driving license.	

Application Process:

Please email your application to applications@watamuturtles.com by the 3rd of August 2018.

Along with your CV you should include a motivational letter that indicates why you feel you are the best candidate for this position and how you fit with the person specification for this role.

Please be aware that only shortlisted candidates will be contacted regarding their application.