

# Liaison Officer



**ORANGUTAN**  
APPEAL UK

<b>Location</b>	Sepilok Orangutan Rehabilitation Centre, Sabah, Malaysian Borneo
<b>Duration</b>	3 months
<b>Salary</b>	This is a voluntary position
<b>Included</b>	Return flights from London Heathrow, basic accommodation & weekly living allowance.
<b>Schedule</b>	8am – 12.30pm and 2pm – 6.00pm 5 ½ days per week
<b>Eligibility</b>	Open to UK residents only

## About the role

This is a rare opportunity to join Orangutan Appeal UK as our Liaison Officer, based at Sepilok Orangutan Rehabilitation Centre in Borneo.

You will serve as the key link between our UK office and our presence on the ground in Borneo, representing the charity at Sepilok Orangutan Rehabilitation Centre. From engaging with thousands of visitors and promoting education and fundraising, to supporting our UK team through admin and communications, this is a unique and rewarding role at the heart of our work.

We are looking for someone who has excellent interpersonal skills, demonstrates a high level of maturity and professionalism, and a genuine passion for orangutan conservation with a desire to contribute meaningfully to our work.

This is a challenging yet highly rewarding position. The ability to organise your time effectively is essential. You will be working independently away from your UK-based team, so must be confident working autonomously while also able to take daily direction. The role is multi-faceted, and you must be confident in your ability to carry out the duties outlined below.

You will be physically active throughout the day in a hot and humid environment. Expect to be on your feet for long periods and walking several miles daily.

Please note: there is no direct contact with orangutans in this role.

## Main Responsibilities

### Public Engagement and Education

- Primary point of contact for visitors
- Provide clear, engaging information about the orangutans at the centre
- Deliver short presentations throughout the day to introduce the work of Sepilok and Orangutan Appeal UK
- Help visitors appreciate and enjoy their time at the centre through informative yet unobtrusive interaction
- Share insights on the challenges orangutans face and practical ways visitors can support conservation efforts
- Maintain and update educational displays and materials to support visitor learning

### Fundraising

- Promote our symbolic adoption scheme as a key way to support our work, aiming to meet a target of 25 new sign-ups per week
- Explain how donations and adoptions directly benefit orangutan conservation
- Invite additional support through online merchandise sales and one-off or regular donations
- Encourage ongoing engagement via newsletter sign-up and social media

### Communication & Reporting

- Maintain daily contact with the UK team via email and video calls, and provide clear, concise updates on activities, progress and any relevant developments
- Submit clear, concise weekly reports covering key activities and developments
- Receive and collate weekly reports from our team
- Maintain a positive, respectful working relationship with all staff at the centre
- Handle sensitive information and personal data with complete confidentiality

## Financial Accounting

- Process cash and credit card transactions
- Keep a daily accurate record of all income and expenditure
- Prepare and submit weekly accounts in Excel, including scanned receipts
- Handle, store and secure cash securely
- Ensure transparency and accountability in all financial record-keeping



**ORANGUTAN**  
APPEAL UK

## General Duties

- Host visiting supporters, partners or VIPs, when required
- Maintain good working relationships with all staff at the centre
- Respect local customs and cultural practices, and build positive local relationships
- Ensure your accommodation is kept clean, tidy and in a good state of repair
- Represent Orangutan Appeal UK professionally at all times, both on and off duty
- Follow all local safety guidance and avoid entering the rainforest reserve unaccompanied
- Adapt to additional duties as needed to support the success of the role

## Person Specification

- Proven interest or involvement in conservation (practical, academic or voluntary)
- Warm, friendly and approachable manner
- Strong public speaking and communications skills
- Confidence in answering questions and engaging an audience
- Self-motivated with a proactive 'can do' attitude
- Experience in sales and customer services
- Able to work independently and take direction remotely
- Excellent accuracy and attention to detail (especially when recording or transcribing information)
- Calm under pressure and able to manage multiple tasks
- IT proficient in MS Excel, Word, Outlook, Google Meet, Dropbox and WhatsApp
- Fully vaccinated against COVID-19
- High degree of personal responsibility, discretion and professionalism
- Resilient and comfortable living and working in a remote environment.
- Previous experience in a similar role or working overseas (desirable)

## How to Apply

Send your CV along with a cover letter explaining your motivation for applying, what makes you a suitable candidate and how your skills and experience align with the responsibilities outlined to Adrienne on [manager@orangutan-appeal.org.uk](mailto:manager@orangutan-appeal.org.uk)

### Accommodation, Travel & Allowance

- Basic accommodation in the rangers' village is provided within a short walk to the centre. You may be required to share this accommodation.
- A daily living allowance is provided, to cover day-to-day local costs including food, water and personal travel.
- Return flights from London Heathrow to Sandakan are arranged and paid for by Orangutan Appeal UK. Any additional travel costs are the responsibility of the Liaison Officer.
- Candidates must cover the cost of travel to our UK office for an interview and a one-day induction.
- Candidates are responsible for arranging and funding required vaccinations, medications and travel insurance (evidence of this will be required).