

ORANGUTAN APPEAL UK

| | |
|--------------------------|--|
| Position Title | Liaison Officer for Orangutan Appeal UK |
| Salary | This is a voluntary position. Return flights from Heathrow, accommodation & a weekly living allowance are provided. |
| Working Schedule | 8am – 12.30pm and 2pm – 6.00pm 5 ½ days per week Additional working hours may be required dependent on workload. |
| Terms of Contract | 3-month placement |
| Location | Sepilok Orangutan Rehabilitation Centre, Sabah, Borneo |



Position purpose

The Liaison Officer (LO) for Orangutan Appeal UK (OAUK) is responsible for promoting and raising awareness of the plight of the orangutan and raising vital funds for the charity. The most popular form of supporting the charity at Sepilok is through the adoption scheme. The LO acts as the face of the charity at Sepilok and therefore must act in a professional manner at all times.

This is a very demanding yet rewarding role. The ability to organise your time effectively is essential. You will be working independently away from your UK-based team so must be comfortable in working autonomously yet able to take daily direction. This is a multi-faceted role and you need to be confident that you can carry out each of the below tasks effectively.

You will be on your feet for most of the day in a very hot and humid environment. You will have to walk a few miles every day between reception, the feeding platform and the nursery viewing area, which can be quite physically demanding in a rainforest environment.

The LO will perform all duties as required by and in accordance with the direction of OAUK. The LO is expected to assist with communication between Sepilok and OAUK. The LO does not have the capacity to make any decisions or the authority to make agreements on behalf of OAUK, including the allocation or spending of funds.

In this role there is NO direct contact with the orangutans

Duties & responsibilities

Visitor education

- Give a presentation at least twice daily to introduce the visitors to the work undertaken at Sepilok, the involvement of OAUK and to answer any questions
- Attend the daily feedings at the feeding platform and outdoor nursery viewing areas and engage with visitors about the orangutans, the work of the centre and OAUK and answer any questions.
- Increase awareness of the plight of the orangutan and what people can do to help
- Maintain the display boards in the reception area and presentation room

Fundraising

- Promote the Adoption Scheme and obtain a minimum of 25 adoptions per week
- Promote the sale of merchandise via our website
- Advise visitors of the OAUK website and social media channels and other ways they can help

Reporting and communication

- Daily contact with the team in the UK via email, Skype and WhatsApp, including calls in the evening
- Provide a detailed written report on a weekly basis
- Respond to all emails in a timely and professional manner
- Obtain weekly updates on the activities of our staff at the centre
- Provide regular updates on any projects that are being undertaken
- Collect information from the staff about the orangutans on the OAUK adoption scheme

Accounts

- Keep accurate accounts in soft and hard copy. All income and expenditure must be accounted for and recorded daily
- Daily cash reconciliation
- Complete monthly sales and expenditure accounts in Excel for submission to the UK office
- Upload receipts and invoices via WeTransfer
- Handle cash sales and bank cash when requested
- Process credit card donations using an online transaction system
- Obtain written permission for any items of expenditure including but not limited to supplier invoices, staff allowances, items for the clinic, accommodation and utilities.

Other

- Meet with special visitors at the centre and if applicable in the evening
- Observe and take minutes at meetings, when requested
- Maintain good relations with all staff at the centre
- Be prepared to speak or present to VIPs such as government ministers, local and foreign dignitaries or public figures
- You may be required to work additional hours to ensure all tasks are completed or to attend meetings (no additional allowance will be received for this)
- Ensure the LO accommodation is kept clean and tidy and in a good state of repair
- The LO must ensure that they do not place themselves in any dangerous situation and must never venture into the rainforest reserve unaccompanied.
- This role is of high importance and can be very demanding. It has to be taken on with maturity and diplomacy. The LO is the face of the charity and must represent OAUk in a professional manner at all times.

Essential skills and experience

- A passion for conservation and orangutans
- Proven interest, involvement or qualification in conservation
- Warm and friendly personality
- Excellent communication and presentation skills
- Ability to engage an audience and be confident in answering questions
- A 'can do' attitude
- Sales experience
- Customer service experience
- Able to work independently
- High level of accuracy and attention to detail (particularly in transcribing information)
- Able to remain calm under pressure and multi-task
- Sound IT knowledge including MS Word and Excel
- Open to UK residents only
- Experience in a similar role would be advantageous but not essential
- Fully vaccinated against COVID-19
- You must be able to attend an interview and an induction at our office in Hampshire, at your own cost.
(First interviews will be held by video call)

All required vaccinations, boosters and any relevant medications are to be paid for by the successful candidate. Full, comprehensive travel insurance must be provided by the successful candidate. Evidence of vaccinations and insurance will be required.

To read our Privacy Notice for Job & Volunteer Applicants please visit www.orangutan-appeal.org.uk/privacy-notice-for-job-volunteer-applicants