



## **JOB DESCRIPTION**

**Job Title:** ENVIRONMENTAL AND POLICY DEVELOPMENT OFFICER (EPIO)

**Location:** National Trust for the Cayman Islands (NTCI) Office, Dart Park

**Date:** 2022

**Reporting and other relationships:** This position reports directly into the Environmental Programmes Manager as to performance and discipline.

**Job Summary:** To analyze and strengthen the practical conservation activities of the National Trust in the support of the protection and restoration of protected areas (PAs) and the conservation of key flagship species and their habitats.

### **Key Responsibilities and Accountabilities:**

#### **1 Conservation Delivery**

- ✓ The analysis of historical data for NTCI key projects such as Blue Iguana Conservation in order to provide the most rigorous and up to date evidence to better inform conservation actions and highlight required gaps in policy and protection for flagship NTCI sites.
- ✓ Assist in the development of protected areas (Pas) management plans, to allow for the effective management of a minimum of five PAs and will provide a template and the skills required to repeat this process for future sites or support on a regional level if requested.
- ✓ Identify funding avenues for key objectives such as for land purchase and reserve and species management.
- ✓ Assist relevant partners and stakeholders to facilitate the development of a National Strategy for the control and/or eradication of established Invasive Alien Vertebrates (IAV).
- ✓ Engaged in helping to build capacity through delivering development and training to local based Interns, volunteers and students to help build skills and knowledge for future continuation of the NTCI.



## **2. Administration**

- ✓ Monthly reports on monthly achievements for Environmental Programmes Manager and Executive Director to report on progress, key achievements and any issues.
- ✓ Assisting with National Trust events which may fall outside normal working hours
- ✓ Assist the Environmental Programmes Manager in the preparation of the environmental report for Annual General Report.

### **What is required to do the Job effectively?**

#### **Education and/or Experience:**

- ✓ Ideally a degree in a scientific or conservation field or equivalent experience.
- ✓ Preferably 2-3 years' experience in a combination of fieldwork and administrative positions.

#### **Knowledge, Skills and Abilities:**

- ✓ Knowledge and/or awareness of current conservation issues
- ✓ Good understanding of the Cayman Island's history and environment.
- ✓ Good communicator with interpersonal skills and confident in presenting.
- ✓ Commercial acumen with ability to identify revenue streams
- ✓ Excellent administrative, organisational and time management skills.
- ✓ Competent computer skills particularly in Microsoft Excel, Word and PowerPoint
- ✓ Ability to work outside of normal business hours to fulfill the functions of the role

Salary range: CI\$40,000 to CI\$45,000.

Benefits: Full package of benefits including health insurance, pension and 20 days annual leave. Office is also closed over Christmas.

Please send CV and covering letter to [director@nationaltrust.org.ky](mailto:director@nationaltrust.org.ky) or deliver to our offices at 558A South Church St.

**Deadline for submissions – April 11, 2022**