

# Saving Marion Island's Seabirds

## The Mouse-Free Marion Project



### VACANCIES

#### Mouse Free Marion Project Research and Reporting Officers (x 2)

The Mouse-Free Marion (MFM) Project is seeking applications for two qualified, dedicated, and efficient **Research and Reporting Officers** to join the MFM Project team.

The **Research and Reporting Officers** will work closely with the Development Officer across a range of research and reporting activities, many of which relate to fundraising. These new roles are intended to provide highly flexible and efficient research and reporting support across all areas of the MFM Project.

The ideal candidate will have strong research, report-writing, organisational, and data and information management skills. Grant and fundraising research skills and knowledge of Customer Relationship Management (CRM) database software, such as Salesforce, are a plus.

This will be a fixed term appointment.

#### Background and Overview

Marion Island is the larger of the two Prince Edward Islands in the south-western Indian Ocean. The islands are globally important breeding sites for seabirds and other wildlife and were afforded Special Nature Reserve status by South Africa in 1995. House Mice, inadvertently introduced by sealers in the early 19th century, are having a devastating impact on the seabirds and ecology of the island. The South African Department of Forestry, Fisheries and the Environment and BirdLife South Africa, through the Mouse-Free Marion Project, are collaborating to implement a single operation to eradicate House Mice to restore Marion Island and rescue its seabird populations. The Mouse Free Marion Project is currently intensifying efforts to raise the necessary funds and advance our preparations for the eradication operation. As such, there is a need to appoint two **Research and Reporting Officers** to assist the Development Officer with this work.

More information about the project is available from <https://mousefreemarion.org/>

#### Job Description

The **Research and Reporting Officers** are intended to provide highly flexible and efficient research and reporting support to the Development Officer across all areas of the MFM Project. The primary responsibilities of the **Research and Reporting Officers** will include, but not be limited to assist the MFM Project Development Officer in:

- Building the fundraising pipeline
- Maintaining the donor databases (in Excel and Salesforce CRM database formats).
- Maintaining donor communication and satisfaction through supporting timely and responsive interactions with donors when needed
- Assisting with researching grant opportunities and grant writing

- Assisting with preparation of information for meetings and presentations.

## Requirements

- Experience with Microsoft Office software, especially Excel and Word, and data entry and management (ideally using CRM databases such as Salesforce, or similar).
- Excellent organisational skills, with thorough attention to detail and the ability to prioritise and organise their own work, to follow agreed work-plans, and to meet deadlines without compromising on quality.
- Excellent written and verbal communication skills.
- Integrity and respect in dealing with any sensitivities relating to information.
- Ability to work collaboratively as part of a team, but to work independently when necessary; to multi-task; to problem-solve; to prioritise; and to take initiative.
- A genuine interest and enthusiasm for environmental issues and the objectives of the MFM Project and a passion for sharing this with our supporters.
- Experience in researching Foundations and applying for grants will be beneficial.
- Formal prospect research training and/or experience will be beneficial.

## General Information

### REPORTING LINES AND PLACE OF WORK

- The **Research and Reporting Officers** will report to the MFM Project Development Officer.
- The position can be based at a location of their choice in South Africa. There is an opportunity to be based at the offices of BirdLife South Africa in either Johannesburg or Cape Town.
- The incumbent must be accessible for on-line meetings at times convenient to the MFM Project management team, and available to travel as may be required.

### DURATION

- The actual eradication operation of the MFM Project is scheduled to take place in the winter of 2026 or 2027.
- Due to the limited duration of the MFM Project, this is a fixed-term contract for twelve months. Should planning or funding requirements not be met in time, the Project may be postponed by a year, and the contract may be renewed by mutual agreement. The contract will have a three-month probation period.
- Due to the international nature of the MFM Project, with some staff being based overseas, the incumbent must be willing to work flexible hours.
- The officer will be expected to attend on-line meetings of the various project structures.
- Any operational, travel, accommodation, and subsistence expenses in fulfilling the role will be covered, according to certain specifications.

## Application Procedure

### APPLICATION PROCEDURE

#### Applicants are to submit:

- A detailed *Curriculum Vitae* with three contactable referees.
- Copies of qualifications.
- A copy of the applicant's identity/passport document.
- A detailed motivation explaining how the applicant sees their role in this post.

**Please note:**

- All applications will be treated in the strictest confidence.
- Applicants submitting an expression of interest may be required to attend an interview (by Zoom) and be subjected to a verification process, which may include a relevant assignment.
- The Mouse-Free Marion NPC Board reserves the right to obtain independent references.
- The Mouse-Free Marion NPC Board reserves the right not to make an appointment.

**Assumption of contract:** As soon as possible.

**Closing date for applications:** 19 April 2024.

**To apply,** please e-mail your expression of interest to Dr Isabel Human, at [isabel.human@birdlife.org.za](mailto:isabel.human@birdlife.org.za), with the subject title **MFM Research and Reporting Officer**.

For further information, contact Ms Tarryn Havemann, MFM Project Development Officer, on [tarryn.havemann@mousefreemarion.org](mailto:tarryn.havemann@mousefreemarion.org)