



Local Ocean Conservation

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Operations Manager

Local Ocean Conservation is looking for a new team member to take up the position of Operations Manager. Local Ocean Conservation (LOC), also known as Watamu Turtle Watch, has been operating conservation, education and community outreach programmes for nearly 20 years. The Operations Manager will be an integral part of the LOC team and as such we are looking for someone who has a highly professional attitude and pays close attention to detail. The LOC team's drive and motivation comes from a passion for the oceans and applicants should share this passion. The job is based in Watamu.

Role Responsibilities:

- Keep track of day-to-day tasks set to the LOC team by Senior Management
- Manage and coordinate community outreach programme efforts, including the development of new programme strategies in conjunction with Senior Management
- Maintain and expand institutional links with the community stakeholders, conservation organisations, academic institutions and relevant government departments
- Producing concise and targeted reports, which include graphs, tables and are clearly structured
- Supervision and training of interns
- Assistance in other programme work when and where required

Requirements:

- Graduate Degree in Community Development or similar relevant field
- 3-5 years relevant work experience
- Excellent working knowledge of Microsoft Office, including Access
- Excellent writing skills
- Good organisational skills with ability to plan weekly and yearly programmes
- Strong interpersonal & communication skills
- Physically able to perform strenuous work
- Driving license
- Strong swimmer

Desired:

- Experience in marine conservation
- Keen photographer/videographer
- Tech-savvy