



JOB DESCRIPTION

Job Title: Health and Husbandry Coordinator

Reporting to: Wildlife Rescue Centre Manager

Division: Tasikoki Wildlife Rescue Centre

Direct Reports: Approximately 3.

Job Purpose:

As Health and Husbandry Coordinator you will be responsible for the daily operations of the Wildlife Rescue Centre from a health & husbandry perspective to include Wildlife & human safety, facility capacity/capabilities and regulatory compliance.

Managing a team of approx. 15 staff with at least three direct reports you will monitor, guide, train and develop a skilled and dedicated team of husbandry coordinators and wildlife keepers whilst supporting the veterinary and clinic staff. Leading by example, you will help with the daily physical activities. You will be responsible for ensuring that your team have all of the necessary tools and resources that they need to conduct their duties and you will ensure that all medical and government wildlife records are completed and correct. You will also ensure the departments objectives are achieved, you will operate within budget and conform to all applicable laws, regulations and codes of ethics.

Reporting directly into the Wildlife Rescue Centre Manager you will meet at least weekly to discuss operational progress, strategic/development/facility improvement plans, HR issues, policies/procedures, education and volunteer programme suggestions and also feed into the departments financial planning.

Key Responsibilities:

- Overall responsibility for the day to day operations of the health & husbandry facilities and monitoring of duties.
- Co-ordinate a team of 15 personnel, monitor timekeeping & attendance. Review and set staff working schedules with the Wildlife Rescue Centre Manager inline with departmental budgets and escalate any HR issues.
- Ensure the clinic & equipment is always kept clean/tidy and is ready/pre-pared for all clinical procedures. Adhere to health and hygiene best practices at all times.

- Procure, secure and safely dispose of all medical and clinic consumables and equipment. Carry out weekly stock checks and monthly asset/equipment inspections. Ensure the clinic is adequately stocked/equipped at all times.
- Ensure the husbandry co-ordinator's, Wildlife Keepers & Volunteers have suitable protective clothing, working tools and cleaning equipment. Train the team to ensure they adhere to health & safety best practices.
- Monitor and evaluate the variety and quantity of food/provisions for the Wildlife. Review food budgets, eliminate food waste, source food locally and ensure as much food as possible is harvested on Tasikoki grounds.
- Oversee Wildlife enrichments, enclosure prepping and movement of all Wildlife within the rescue centre.
- Regularly assess all Wildlife Rescue Centre infrastructure (Enclosures, Enrichment Room, Clinic) and record and report required repairs/maintenance to the Wildlife Rescue Centre Manager.
- Hold regular meetings with the keepers, husbandry co-ordinator's and clinic staff to review and gain feedback on operations, discuss/highlight key issues, update on organizational announcements and track all progress in line with Tasikoki's Vision, Mission & Objectives.
- Effectively manage and record all expenditure, stock usage.
- Ensure monthly, quarterly and yearly forestry department reports are compiled, sent and safely stored.
- Manage, update and circulate the Wish List items for the Wildlife Rescue Centre.
- Assist with Wildlife rescues and releases when required.
- Create, propose and improve the clinic SOP's for the Veterinary and husbandry manuals. Ensure they are inline and up to date with relevant changes to the law/regulations.
- Support educational visits when/where needed.
- Assist the Wildlife Rescue Centre Manager to provide quarterly reports to sponsors/donors who have provided restricted funds for the Wildlife at Tasikoki.

Person Specification:

- Passionate about Wildlife/conservation.
- Clinical background (vet, nurse or human medicine).
- Excellent people management skills, a proven team leader with great communication and interpersonal skills.
- Excellent time management and organisation skills.
- Bilingual English/Indonesian plus any other language is a bonus.
- Excellent IT skills.
- Good report writing skills.

- Cost-efficiency, budget planning and resource planning skills.
- Accuracy and attention to detail.
- Professional, reliable, trustworthy and environmentally friendly mind-set.
- Driving Licence is advantageous.

Other dimensions:

- Salary, Training & Benefits is Negotiable.
- On Site accommodation plus three meals a day is available.
- 12 Days Holiday
- JAMSOSTEK
- Indonesian Citizen or those with a resident permit for Indonesia
- The role will be based near Bitung in Indonesia and will require local travel.