FIELD OPERATIONS COORDINATOR

APPLICATION PACK

The UK Antarctic Heritage Trust is seeking an experienced, inspirational and versatile Field Operations Coordinator to assist in delivering our operation in Antarctica.

The Field Operations Coordinator will play a vital role in logistical planning to ensure the team based at Port Lockroy has the supplies and equipment needed to run Port Lockroy as a thriving tourist attraction and heritage site.

In addition, the Field Operations Coordinator will be responsible for planning and coordinating the field camp for the Conservation Team when there is a need for this. They will also accompany the Conservation Team to Antarctica, where they will oversee the camp set-up and assist Conservation colleagues in carrying out work in the polar environment whilst ensuring all fieldwork and travel is carried out safely and smoothly.

We are the UK Antarctic Heritage Trust, and our aim is to bring people closer to the wonder of Antarctica and its stories of human endeavour to help promote a greater understanding of this extraordinary place and the role we all have in protecting it.

We conserve Antarctic heritage by looking after six historic sites on the Antarctic Peninsula; we deliver a range of vibrant and creative public programmes; and work with Antarctic policymakers on issues related to heritage conservation.

Through focusing on the layers of human history in Antarctica, we use their remarkable stories to explore Antarctica and why it matters to us all, helping current and future generations understand, value and protect this precious wilderness.

Our ambition over the next decade is to: safeguard British heritage in Antarctica; engage a growing and increasingly diverse audience with this heritage and the broader questions concerning Antarctica and use our expertise and influence to help secure a sustainable future for this most remarkable place on our planet.

We are a Charitable Company Limited by Guarantee (CLG) and operate a trading subsidiary Antarctic Heritage Ltd which operates our retail activity both in the shop at Port Lockroy and sales in the UK.
THE OPPORTUNITY

Role Title: Field Operations Coordinator
Reporting to: Head of Operations
Hours: 37.5 per week
Salary: £28,000-30,000 pa

JOB ROLE
In the UK, the Field Operations Coordinator will assist the Head of Operations and the Conservation and Building Manager to plan, prepare and deliver a successful, safe, and sustainable field seasons at Base A, Port Lockroy and five further former British Bases on the Antarctic Peninsula (Damoy Hut, Base F, Wordie House, Base W, Detaille Island, Base Y, Horseshoe Island and Base E, Stonington Island).

You will provide administrative support to the Antarctic operation. This involves managing seasonal inventories, coordinating the procurement for all Antarctic operations, preparing cargo for shipping and the associated paperwork that accompanies this, as well as preparing the seasonal operations documentation. This part of the role is administratively heavy, and the post holder must be confident and competent using the Microsoft Office 365 Suite.

In addition to the above, the Field Operations Coordinator will be responsible for planning and coordinating the field camp for the conservation team when there is a need for a remote camp set-up at one of the HSMs in Antarctica. This includes ensuring the team has appropriate equipment and supplies, procurement and shipping of equipment, training the team, and ensuring appropriate risk assessments are identified and carried out for planned activities.

There is a requirement to spend up to 16 weeks on-site in Antarctica, but it is important to note that this may not be every year as it depends on the Conservation Programme schedule.

When in Antarctica, the Field Operations Coordinator will assist Conservation colleagues in carrying out work in the polar environment whilst ensuring all fieldwork and travel is carried out safely and smoothly. The job also involves supporting colleagues within the polar environment and when appropriate, the post-holder will be asked to ‘pitch’ in on certain tasks.

KEY RESPONSIBILITIES

IN THE UK
- Assist with the recruitment, training and kitting out of the seasonal teams for the Antarctic.
- Manage the procurement and shipping of all supplies, equipment and materials for the season.
- Lead on the medical clearances for the teams and manage any required medical protocols, such as those for COVID-19.
- Manage equipment and supplies inventories, including the organisation, maintenance and renewal of equipment and tools in readiness for the field season.
- Produce and update all the documentation for the season, including inventories, manuals, worklists, shipping, retail and post office records and environmental information.
- Arrange door-to-door travel for teams travelling south
- Assist in ensuring our emergency planning and response procedures are up to date, and our health and safety procedures and records reflect best practice.
- Work with our Comms teams to devise and deliver the season communications plan to promote our work and encourage engagement.
- Work with our fundraiser to secure sponsorship and in-kind support for the operation.
• Support the Heritage and Buildings Manager in managing the facilities on site and preparing documentation to support the conservation fieldwork.

IN ANTARCTICA
• To provide expert field support to the Conservation Teams in Antarctica, to ensure the safety and well-being of all field team members and all field work is carried out in accordance with the appropriate UKAHT procedures such as the Field Operations Manual, the HSM Implementation Plan and other standard operating procedures.
• To manage establishment of the field camp and leading on safety, daily routines and monitoring the welfare of the team.
• To manage all field communications including daily scheds, radio communications, email and telephone.
• To support conservation colleagues in their field work. This may involve assisting with some general maintenance or conservation tasks such as painting or maintaining equipment.
• To work with other staff to ensure that field work's operational and safety standards are maintained or improved.
• To compile reports at the end of each season detailing events of the field trip and other observations useful for future field operations.
• To undertake general duties as required by the Head of Operations, which could include building maintenance, decorating and cargo work.

AT ALL TIMES
• To always ensure the reputation of the Trust is maintained and enhanced through our work.
• To work flexibly with colleagues in the broader support of the aims of the Trust
• To undertake all of these with UKAHT values at heart and high regard for both Health and Safety and Equal Opportunities.

The role will be full time. This role will be principally based in our office in Cambridge, but we are supportive of flexible working and generally operate a hybrid arrangement of home and office working and will agree a schedule with the post holder.

ABOUT YOU
• You are practical, organised and unflappable. You will have on-site practical experience in Antarctica or a similarly remote location, such as the Arctic region. Your expertise will be an essential contribution to the field season's planning, execution, and reporting.
• You are an extremely committed person who cares deeply about the success and impact of your work.
• You’re enthusiastic about what you believe in and have a creative and positive ‘can-do’ attitude that wants to make a difference and is willing to run with good ideas.
• You can work independently and collaboratively as part of a cross-functional team within the organisation.
• You are a motivated and flexible individual, and you’re a real people person, able to nurture trusted relationships with colleagues in other teams and counterparts in other organisations.
• You have an interest in Environmental Impact Assessments and understand what this involves.
• You are a fit and practical person, able to undertake manual handling tasks.
• You have an eye for detail, are extremely organised and are engaged with the administrative needs of the operation.
• You are positive, proactive and have a flexible approach.
• You are excited by the prospect of joining our team, sharing our values and contributing to our goals.
## PERSON SPECIFICATION

### KNOWLEDGE & EXPERIENCE

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<td>Knowledge of Health and Safety best practices; ideally, you will hold an IOSH Working Safely qualification.</td>
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<td>Use of ICT for managing information, communications, and reporting</td>
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<td>Knowledge of requirements of overseas cargo shipping and handling</td>
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<td>Awareness of issues surrounding operating in Antarctica</td>
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<td>Awareness of the issues surrounding working with historic sites, buildings, and associated artefacts.</td>
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<td>Working with multiple providers of logistic support overseas</td>
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<td>Supporting an overseas operation</td>
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<td>Previous experience supporting the recruitment and training of staff or volunteers</td>
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<td>Experience of working in the Polar regions or similar</td>
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<td>Ideally, experience of working in a heritage environment or with historic buildings or collections.</td>
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<tr>
<td>Advance first aid knowledge and experience. Ideally, hold at least a 16-hour outdoor first aid qualification (or similar)</td>
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### SKILLS, ABILITIES & ATTITUDE

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<td>Excellent communication skills – written and verbal.</td>
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<td>Excellent customer service skills</td>
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<td>High level of attention to detail</td>
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<td>Excellent IT skills: Office 365 applications, databases, basic photo editing</td>
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<td>Ability to analyse data and produce concise reports</td>
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<td>Practical field skills for operating in remote environments</td>
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<td>Fluency in written and spoken English</td>
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<td>An effective team player with high levels of initiative</td>
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<td>Commitment to providing excellent customer service</td>
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<td>Flexible and adaptable</td>
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<td>Self-motivated and able to work without direct supervision</td>
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<td>Ability to work under pressure on a range of competing priorities</td>
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<td>Committed to health and safety and the promotion of equality.</td>
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<td>Highly organised</td>
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We are committed to equal opportunities and to learning how to increase the diversity of our people. We welcome applications from all suitably qualified persons and encourage applications from people currently underrepresented in the Polar regions, including people from diverse backgrounds, people with disabilities or those who identify as LGBTQI+.

We also welcome flexible working arrangements.
HOW TO APPLY

Our recruitment and selection process aims to select the applicant whose skills, knowledge and experience best match those set out in the person specification and whose attitude and character fit our culture based on our organisational values.

To apply for this post, please upload your CV with a covering letter (each no more than two sides of A4) via this link: *BreatheHR*. You should demonstrate how you think you meet the requirements of the role.

*BreatheHR is our HR Portal.

We will not accept applications outside of this process.

Deadline for applications is Monday 21st March 2022 11:59 pm
Interviews will be held on April 7th and 8th 2022
Any queries about the role may be directed to Lauren Luscombe, Antarctic Operations Manager, lauren@ukaht.org.