TRAFFIC

TRAFFIC Terms of Reference

TITLE: **Data Volunteer**

LOCATION: <u>**Cambridge, UK**</u>

TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development.

TRAFFIC International is a charity and limited company registered in the UK.   TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions. TRAFFIC's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues.

TRAFFIC has developed a comprehensive trade database, that stores and analyses specific trade related information. Using this information, it is possible to understand illegal trade trends that develop. The TRAFFIC database allows for the gathering of information from source sites and along the trade chain for central collation, monitoring and analysis. Information generated from projects is an integral part of this database and capacity is needed to enter data produced under projects.

We are looking for a dedicated, highly motivated and organised Volunteer to join our Data Team for 3 months starting from 1st August, (with the potential to extend to 6 months).

The successful applicant will be required to be based in TRAFFIC's Cambridge (UK) office for the duration of the Volunteering to access our database and work closely with the rest of the Data Team.

CHARACTERISTIC DUTIES

The Data Volunteer will be responsible for inputting information generated under projects in an accurate and consistent manner into TRAFFIC's trade database. Data entered will enable the production of informative analysis at a later stage by TRAFFIC's analysts.

MAIN DUTIES AND RESPONSIBILITIES

Collect and input information (some of which may be confidential/sensitive) regarding trade related enforcement actions related to projects.

Obtain existing data on seizures prosecutions from TRAFFIC staff across the globe, clean it and enter it into the database.

All information that is entered must be accurately geocoded to enable mapping exercises at a later stage.

REQUIREMENTS:

- Must be based in the UK
- Minimum of a Bachelor's degree in a related subject
- Minimum of six months experience with the collection and collation of data
- Experience of database software is desirable
- Excellent IT skills, particularly in Excel
- An eye for detail and a keen interest and ability to recognise connections between data

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- Good interpersonal skills and ability to work effectively as part of a diverse team as well as independently, with respect for and sensitivity to multi-cultural approaches
- Familiarity with and an interest in conservation, particularly trade issues
- Fluency in English with excellent English writing skills, other languages would be an advantage.

Applications

If you are interested in applying for this role, please send a cover letter and your CV to Jhubey Peacock Guzman at recruitment@traffic.org by **15th June 2022.**

[May 2022]