

Position Vacancy

Position title: [Data Officer](#)

Location: Global, with a preference for nationals to apply from the countries and cities in which Blue Ventures' maintains central offices (Antananarivo, Bristol, Denpasar, and London)

Closing date for applications: Midnight BST on 24th August 2020

Contract status: National post

Start date: As soon as possible

Contract duration: 1 year with opportunity for renewal

Remuneration: Competitive salary based on experience and location

[We rebuild tropical fisheries with coastal communities](#)

Blue Ventures develops locally led approaches to marine management that benefit people and nature alike. By listening and responding to basic needs, we design our models to catalyse and sustain marine conservation, unlocking the potential of coastal communities to manage their resources. We work in places where the ocean is vital to local cultures and economies, and are committed to advancing the rights of small-scale fishers throughout the coastal tropics.

[Summary job description](#)

Blue Ventures is seeking an early-career conservationist or international development professional with a passion for all things data to join our fast-growing conservation support team. The new position of Data Officer will play a key role in maintaining data systems that track key conservation impact metrics across our global work.

Our field teams and the partners and coastal communities that we support gather a wide range of quantitative, qualitative and spatial data. These data empower communities with information to guide decision making in locally led marine conservation and fisheries management, while also enabling us to monitor our impact at local and global scales.

Data sets that we manage include information on ecosystem health, fisheries catches, income from fishing and other livelihoods, measures of poverty, human health and

wellbeing, and perceptions of marine conservation. Trained colleagues and community members collect these data using a range of methodologies including both community and expert-led approaches.

These include ecological surveys, participatory mapping, participatory research via focus groups and questionnaires, and desk-based research. Data are recorded using tools such as Microsoft Excel, Google Forms, Google Earth and mobile-based tools such as Open Data Kit and Kobo Toolbox. We use visualisation software such as Tableau, as well as more conventional means to analyse and present information.

In this varied and highly rewarding role, you'll be working to improve data processes, assisting with the input and management of our various datasets and supporting technical teams to analyse and interpret social and ecological data. You will contribute to guiding teams remotely, and building capacity within local teams and communities.

The successful candidate will ideally have a background in monitoring and evaluation, and experience of managing large, varied datasets. You should have an excellent understanding of the management and maintenance of data systems and processes. A strong experience in and comfort with statistical analysis is essential, with knowledge of social survey data and analysis a plus.

You should be a team player who thrives in a lively and hard working environment, ready to work across several teams and to solve problems under tight deadlines. You will be able to think analytically and be detailed orientated, while keeping the big picture in view. You will be able to communicate statistical and methodological concepts in a simple way for non-technical audiences.

The Data Officer will report to the UK-based Monitoring and Evaluation Coordinator, as part of the Evidence and Learning function. It is a full time role based either in Blue Ventures' offices in Antananarivo, Denpasar, or Bristol.

Blue Ventures is a fast-growing and mission-driven social enterprise, offering excellent opportunities for further professional development. The position provides an excellent opportunity to make a substantial contribution to community-based marine conservation at scale.

Responsibilities

Support the Monitoring and Evaluation team to:

- Update and maintain databases
 - Work with existing data systems to keep databases up to date, including checking and maintaining quality control of current and incoming datasets, and adding data to master databases
 - Liaise with field-based data managers to ensure data management protocols are followed, highlight blockages and resolve any issues
 - Work with field teams to fill in data gaps and collate data when needed for specific initiatives and short-term projects

- Ensure that Blue Ventures' internal data communication resources are up to date, and that colleagues other teams are using appropriate the facts and figures in their work and external communications
- Improve and support development of databases and systems
 - Provide feedback and insight into data system use to improve existing data systems and processes
 - Assist make new data systems live by modifying and adding existing data
 - Support M & E and technical teams to conduct research into options for new metrics and data tools
- Manage data collection tools
 - Provide support to M & E colleagues to build, maintain and troubleshoot data collection tools (e.g. excel macros, google sheets, open data kit, kobo toolbox) for use by field colleagues and partners
- Analyse and use data
 - Support M & E and technical colleagues to clean data sets and run statistical analyses on Blue Ventures data
 - Assist M & E colleagues in the production of data visualisations, using Tableau software and other platforms
 - Develop factsheets and other outputs that explain the results from key outputs (working closely with Knowledge Development Manager)
 - Facilitate external data requests - compiling data, administering data sharing agreements and providing information on methods and background
- Coordinate training materials
 - Document data processes and systems and develop training materials for colleagues in this area
 - Liaise with M & E and other colleagues to create and manage an index of data collection methods and protocol documents across sites and disciplines
 - Manage the monitoring, evaluation and learning section of Blue Ventures' team intranet pages, including adding new content and keeping summary pages up to date
 - Coordinate and support M & E colleagues to create new training materials for staff and partners

Skills and experience

Required

- Degree in a related field with elements of conservation and/or development and with a statistical component
- Knowledge of research design, as well as data management, analysis and reporting
- Good knowledge of MS Office (particularly Excel) and Google Apps
- Experience with statistical analysis including General Linear Model (with use of R or other statistical package)

- Fluency in English
- Experience using data from conservation or development projects
- Experience working in a collaborative team setting

Desired

- Experience in monitoring and evaluation, data management systems and processes
- Experience in teaching, capacity building, or of delivering training to diverse audiences, both to groups and in one-to-one settings
- Post-graduate degree or equivalent field experience with practical experience of using data analysis to support conservation and/or development programming
- Experience of designing and using participatory/collaborative socio-economic research methodologies and social data analysis
- Good knowledge of fisheries monitoring
- Experience of working in health or development projects
- Experience using GIS and data visualisation software
- Knowledge of database development and SQL
- Excellent writing skills, with a proven track record in both report writing and peer-reviewed publication
- Proficiency in other Blue Ventures working languages e.g. French, Bahasa Indonesian, Swahili, Portuguese, Tetun, Malagasy

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero-tolerance approach to anyone who contravenes our policy. All candidates will be asked questions on safeguarding and child protection.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from all sections of the community and offer a range of benefits to encourage a work life balance.

Application process

Applicants should apply online via Blue Ventures website (<https://blueventures.org/about/careers/>), by 24 August 2020.

Please note that applications will be reviewed on a rolling basis and first-round interviews may be conducted with short-listed candidates before the application deadline.

All shortlisted candidates will be contacted within two weeks of the closing date.

Why work with us:

Mission: We operate at the frontline of some of the world's most pressing environmental and social problems, innovating effective and scalable responses with tropical coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our staff to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our staff to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for long lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our models work, and we are determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence. We are effective because our work is integrated across teams and projects.



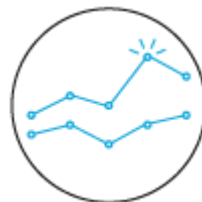
Innovation & courage

We are resourceful and creative. We are prepared to take risks and challenge broken paradigms.



Openness & humility

We are an open source social enterprise. We work in a transparent and collaborative way to pass on what we learn to others who share our vision and passion.



Grounded in evidence

We have high standards and are not afraid to be self critical. If we see something that doesn't work, we change tack until we're on the right course.