



## **Admin Officer: (part-time – 7 hours per week), one year fixed term contract**

- Organisation:** **Bats without Borders**
- Location:** Home-based, with occasional face-to-face meetings in central Scotland
- Salary:** Above the current Living Wage in Scotland (£10.00 per hour – 7 hours per week)  
(full-time equivalent £18,200 based on 35 hours per week)
- Website:** [www.batswithoutborders.org](http://www.batswithoutborders.org)  
(please note our website is currently being updated)
- Contact e-mail:** [info@batswithoutborders.org](mailto:info@batswithoutborders.org)
- Closing date:** **22<sup>nd</sup> June 2021 (Tuesday)**

### **About Bats without Borders**

#### **Our Vision**

Bats and their habitats in southern Africa are valued, protected and conserved for the well-being of bats, biodiversity and people.

#### **Our Mission**

Bats without Borders is dedicated to conserving bats, biodiversity and healthy ecosystems within southern Africa's changing landscape. We will achieve this by supporting and conducting applied research that informs targeted conservation action, strengthening local capacity and promoting a positive attitude towards bats through public engagement.

#### **Our Commitments**

Bats without Borders will strive to:

- PROTECT bat diversity and habitats by advocating for policy change with key stakeholders across southern Africa, informed by collaborative, evidence-based and ethical research.
- RESTORE important natural habitats through conservation action informed by evidence-based research, in collaboration with African and international partners.
- ENGAGE ecologists, researchers and conservationists across Africa to mobilise and protect their natural heritage through capacity strengthening and networking.
- INSPIRE people in southern Africa to learn, better understand, appreciate and even love bats through inclusive, participatory and fun education and community engagement.



- EMPOWER people to create and realise more sustainable livelihood strategies that both contribute to the alleviation of poverty and the conservation of key ecosystems and biodiversity.

## **About the role**

Bats without Borders is looking for a highly motivated individual with a strong interest in making a difference in the third sector / conservation. While this **Admin Officer** post is part-time, it is an integral role for our small largely volunteer-based NGO. The successful applicant would play a vital role in supporting the Principle Officer and supporting our enthusiastic team of volunteers across the world. The position is offered as home-based, but some meetings will be required in central Scotland.

### Specific responsibilities:

*Provide admin support to the Principle Officer and volunteers*

- managing and replying to any enquiries sent to the info@batswithoutborders e-mail address and responding to Facebook messages
- developing response templates for regular queries
- arranging and sometimes coordinating volunteer catch up sessions
- supporting our volunteers
- drafting quarterly newsletters for volunteers and supporters

*Communications and marketing*

- contacting speakers to arrange and subsequently advertise #WingedWednesday webinars
- basic video editing of webinars and uploading to YouTube (training will be provided)
- supporting updates of the website and generating and uploading content (training will be provided)
- helping to develop ideas and create and schedule social media content
- supporting, organising and advertising online events

*Provide financial and fundraising support to our Treasurer and Principle Officer*

- basic bookkeeping
- sending out thank you letters to donors
- supporting, identifying and researching potential donors



## About you

We are looking for an excellent communicator who can build effective working relationships with a diverse range of people. An essential part of the role is to be motivated to support our conservation work and be sensitive to and respectful of individual and cultural diversity. Given the range of activities the role will involve, the successful applicant will need to be very organised but also flexible to changing work priorities.

In return, we can offer a supportive and flexible working pattern. Lots of opportunities for ongoing personal and professional development and the chance to make a big impact to our organisation and of course to bat conservation.

## Skills, experience and knowledge

### Essential

- excellent organisational skills and ability to multi-task
- excellent communication skills including written and spoken English
- self-motivated and ability to work independently
- good team player
- cultural literacy
- friendly and supportive approach to dealing with people
- adaptable and flexible approach to work
- experience of Microsoft Office (word, excel and outlook) or equivalent
- experience of using social media (Facebook, Twitter and LinkedIn)
- right to work in the UK
- ability to work from home

### Desirable

- experience of creating social media content
- experience of living/working in southern Africa
- an interest in conservation and/or bats
- creative thinking

## Equality, Diversity and Inclusion

Bats without Borders is committed to reducing inequality, valuing diversity and enabling inclusion. We are an equal opportunity employer, and ensure positions are accessible to all, regardless of race, nationality, ethnicity, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status.



## Application Process

To apply for this role, please send a CV (2 pages) and cover letter (max 2 pages) outlining: (1) why you feel you are suitable for the position, and (2) why you would like to join the Bats without Borders team to [info@batswithoutborders.org](mailto:info@batswithoutborders.org).

The closing date for the receipt of completed applications is **Tuesday 22<sup>nd</sup> June 2021**. Interviews will take place online the following week (most likely Friday 2<sup>nd</sup> July).

Thank you for your interest in this post!