



## Admin and Comms Coordinator

### Reports to

CEO

### Job overview

The Admin and Comms Coordinator role supports the smooth operation and effective communication of our charity's mission. The role supports the CEO and combines administrative and communications responsibilities.

### Job responsibilities

#### Provide admin support

- managing and replying to email and social media enquiries
- arranging and/or coordinating volunteer catch up sessions
- supporting the CEO, other core team members and volunteers
- managing the BwB contact lists
- admin support of BwB projects and programmes
- supporting staff and volunteer recruitment
- support the finance team
- sending out thank you letters to donors
- supporting, identifying and researching potential donors

#### Communications and marketing

- lead on social media workplan and delivery to grow BwB social media presence
- monitoring communication strategies
- video editing and uploading to YouTube and Moodle platforms
- supporting updates of the website and generating and uploading content
- supporting, organising and advertising online events
- coordinating the #WingedWednesday webinars
- produce the quarterly 'African Echoes' e-newsletters
- recording social media and webinar insights
- supporting community fundraising
- coordinating Teemill - promote and set up new designs
- assisting with potential grants / grant writing



## Skills, experience and knowledge

### Essential

- excellent organisational skills and ability to multi-task
- ability to be adaptable to changing work priorities
- excellent communication skills including written and spoken English
- self-motivated and ability to work independently
- excellent team player
- cultural literacy
- friendly and supportive approach to dealing with people
- adaptable and flexible approach to work
- experience with Microsoft Office (word, excel and outlook) or equivalent
- experience in using social media (FaceBook, Instagram, X and LinkedIn)
- experience in creating social media content and scheduling
- right to work in the UK
- ability to work from home

### Desirable

- experience of living/working in southern Africa
- an interest in conservation and/or bats
- creative thinking
- experience in website design
- based in central Scotland

## About Bats without Borders

### Our Vision

Bats and their habitats in southern African 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.