



## Capacity Development Officer

part-time (2.5 - 3 days per week), one year fixed term contract

Organisation: Bats without Borders

Location: Zambia (in partnership with and based at BirdWatch Zambia office in Lusaka)

*Other countries within southern Africa will be considered but would need to be on a self-employed contract - countries include Botswana, Eswatini, Lesotho, Malawi, Mozambique, Namibia, South Africa or Zimbabwe.*

Salary: dependent on experience and in line with local market rates.

Website: [www.batswithoutborders.org](http://www.batswithoutborders.org)

Contact e-mail: [info@batswithoutborders.org](mailto:info@batswithoutborders.org)

Closing date: Open until filled. Applications will be reviewed until the position is filled.

### 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

In-country capacity strengthening of bat research, conservation and engagement across southern Africa is a key priority for Bats without Borders. The role will be divided between capacity strengthening (~40%), project support (~40%), and partnerships (~20%). Specifically, this role will be to support the capacity strengthening of early career ecologists, researchers and bat conservationists and bat group members. We have a number of existing and upcoming capacity strengthening initiatives that require on the ground support. This year we will be launching our early career training pipeline to provide early career individuals with key skills and knowledge to support their development. We are also launching a 'How to set up a bat group' training course to establish a network of bat groups across southern Africa. Finally, we have a highly successful funded Conservation Internship programme. This role will support partnership working, bat group development, and accelerate our early career-training pipeline (including Women in Bat Science) and Conservation Intern training programme.

### **Key responsibilities:**

- to lead the development and implementation of Bats without Borders capacity strengthening strategic plan;
- support the establishment of a network of local bat groups across southern Africa;  
to coordinate our early career pipeline, developing and (where required / appropriate) delivering training to early career ecologists, researchers and budding bat conservationists;
- explore capacity strengthening opportunities for the Conservation Internship programme;  
provide networking opportunities and support to early career ecologists;  
support the ongoing development of our Conservation Internship programme;
- support the development of key external capacity development partnerships for Bats without Borders;
- secure further funding for our capacity strengthening and Conservation Internship priorities; and
- working closely with the operational team to ensure the smooth running of the charity.

### **About you**

We are looking for an enthusiastic, self-motivated and committed individual with excellent project management and communication skills. You will have a passion for capacity strengthening and a proven track record in organising and/or developing training and capacity support, partnership working and people development. We are lucky to work with a diverse range of people from different cultures and backgrounds, so an essential part of this role is to be respectful, supportive and culturally literate.

### **Person specification**

#### Essential

- right to live and work in Zambia (or southern African)
- experience in living/working in southern Africa
- excellent communication skills including written and spoken English (fluent)
- excellent interpersonal and diplomatic skills
- proven track record of developing and delivering training courses
- excellent organisational skills and ability to multi-task
- committed to mentoring and supporting early career ecologists and bat group members

- strong project, coordination and people management skills
- self-motivated and able to work independently / remotely
- good understanding of NGO development and capacity strengthening programme development
- committed team player
- working knowledge of southern Africa
- cultural literacy
- reliability and commitment
- a friendly and supportive approach to dealing with people
- adaptable and flexible approach to work
- strong IT skills including experience in Microsoft Office (word, excel and outlook) or equivalent
- ability to use social media effectively

### Desirable

- significant hands-on training and experience of strategic planning
- proven track record of developing and strengthening equitable partnerships
- knowledge of volunteer management
- an interest in conservation and/or bats
- experience in working in the voluntary sector
- experience in developing monitoring, evaluation and learning systems
- facilitation skills in a multi-cultural setting
- experience of grant writing and/or donor relationships
- experience of working with community-based organisations

### **Impact**

This role will make a significant contribution to the direction of our capacity strengthening activities and amplifying our impact across southern Africa through developing early career professionals and bat group members. We want to encourage and promote bat conservation and research to reach our vision to ensure that: *Bats and their habitats in southern Africa are valued, protected and conserved for the well-being of bats, biodiversity and people.* For long-term sustainability, this can only be achieved through supporting enthusiastic and dedicated individuals in-country across southern Africa to reach their full potential by providing ongoing training and support, in close collaboration with our dedicated in-country partners..

## Benefits

We aim to ensure that everyone in the team (staff, interns and volunteers) feels integral and included. We offer the opportunity to work with our friendly, enthusiastic, experienced team and in-country partners. You will also benefit from working with a wide range of stakeholders and in-country partners and if based in Lusaka have the benefit of working with the BirdWatch Zambia team. You will also have access to relevant training and take a leading role in developing our capacity strengthening activities.

## 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.

## How to apply

To apply for this role, please send your application form to Ruth Fraser at [info@batswithoutborders.org](mailto:info@batswithoutborders.org). Please ensure your name appears on the documents (e.g. Firstname\_Surname\_application form).

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Thank you for your interest in this post!