



Communications Volunteer

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 dedicated and enthusiastic Communications Volunteer to work closely with our Admin and Comms Coordinator to maintain our existing social media platforms and help us develop our online presence.

We need someone who can create new and engaging content and materials to attract new donors and supporters, whilst continuing to engage our existing supporters through other forms of communication, for example our quarterly newsletter. We also have regular events throughout the year, which need to be promoted and we would welcome applicants with ideas on how to engage new supporters.

Key responsibilities

Support our Admin and Comms Coordinator to:

- Research and create creative content for different social media channels.
- Help establish and/or maintain active social media accounts.
- Create engaging content for our quarterly newsletter.
- Devise interesting ways to engage with our team of volunteers.
- Think of innovative ways to drive online engagement.
- Keep up to date with current social media and communication trends.

About you

We're looking for a volunteer with good written and creative skills, experience with social media platforms, cultural literacy, and a supportive team player. The role would suit someone with an interest in and enthusiasm for bats / wildlife and conservation. The role requires close communication with our operational team and we would be looking for a commitment of 3-5 hrs a week to be undertaken flexibly and remotely.

Essential

- experience in creating content for social media platforms
- experience in developing communication plans
- excellent organisational skills and ability to multitask
- excellent communication skills including written and spoken English
- self-motivated and able to work independently
- team player

- cultural literacy
- reliability and commitment
- a friendly and supportive approach to working with people
- adaptable and flexible approach to work
- experience in Microsoft Office (word, excel and outlook) or equivalent
- able to commit a minimum of 3 - 5 hours per week

Desirable

- experience in developing e-newsletter and website content
- experience in living/working in southern Africa
- an interest in conservation and/or bats
- experience in working in the voluntary sector

Impact

A visible and engaging social media presence, and solid communication with our supporters is vital to maintaining and expanding our donor base and engaging the public. 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.*

Benefits

We aim to ensure that all volunteers feel integral and included. We offer the opportunity to work with our friendly, enthusiastic team whilst gaining experience in how a small conservation charity works. As part of a small organisation, you will have the opportunity to help shape our work and make a real difference to conservation and the team. We believe the role would lead to confidence and skills building. Access to relevant training courses will be offered and we hope that the candidate gains as much from the experience as we gain from their commitment. We are willing to write references for volunteers to support them in securing another volunteer role, going on to further education or entering paid employment.

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. Please note that this voluntary position is home-based and requires the use of your own laptop/computer and wifi, as a small NGO we are not able to support home office set up.

How to Apply

Please send a CV (max 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 Ruth Fraser at info@batswithoutborders.org.

Please ensure your name appears in both documents (e.g. Firstname_Surname_covering_letter or CV).

The closing date for applications is **5pm Tuesday 3 September 2024 (or until filled)**.

Please note that there will be an informal interview and we will get back to all applicants with the decision.

Thank you for your interest in Bats without Borders and this volunteering opportunity!