



# Volunteer Coordinator

## 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 friendly and enthusiastic individual with a strong interest in making a difference in the third sector / conservation. While this voluntary Volunteer Coordinator post is part-time, it is an integral role for our small largely volunteer-based NGO.

We offer a wide range of unique and exciting volunteer opportunities from working with our education team to create engaging resources, to social media campaigns, fundraising and desk-based research. The successful applicant would play a key role in supporting, developing and coordinating our growing network of volunteers (whilst mostly working remotely from home).

We welcome applicants with ideas on how to create learning and development opportunities for our volunteers linked to our conservation, research, capacity strengthening, and community engagement projects. The role would also involve ensuring volunteers experience an enjoyable and fulfilling time with us, streamlining our volunteer management systems, and developing a volunteering framework.

### Key responsibilities:

- being the first point of contact for our volunteers and potential project partners and answering general queries;
- advertising for and recruiting new volunteers;
- supporting and managing volunteers through induction programs, training, regular check-ins and administration;
- maintaining existing and making new relationships with potential project partners;
- ensuring the collection and processing of volunteers' hours data and reporting the results to the operational team in a timely manner; and
- working closely with the operational team to ensure the smooth running of the charity and positive experience of our volunteers.

## About you

We need a friendly and approachable people person, with experience of working with and managing volunteers. The ideal person would have exceptional organisation and communication skills and a positive and flexible working style. 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

- experience in effective volunteer/people management
- experience in delivering training courses
- excellent organisational skills and ability to multi-task
- 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 dealing 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 recruiting and managing volunteers
- knowledge of volunteer management systems
- experience in living/working in southern Africa
- an interest in conservation and/or bats
- experience in working in the voluntary sector
- experience in volunteer/team management
- experience in developing monitoring, evaluation and learning systems

## Impact

Supporting our team of enthusiastic and dedicated volunteers, and ensuring good communication between volunteers, the operational team and project partners is vital to maintaining and expanding our volunteer 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 of volunteers whilst gaining experience in how a small conservation charity works. 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.

## **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 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 at [info@batswithoutborders.org](mailto:info@batswithoutborders.org).

Please ensure your name appears in both documents (e.g.

Firstname\_Surname\_covering\_letter or CV).

The closing date for the receipt of completed applications is **Sunday 27th November 2022**.

Thank you for your interest in this post!