

**Position Title:** Volunteer Expedition Research and Planning Assistant (2 positions)

**Location:** Remote or Conservation without Borders Office, Devon

**Commitment:** Minimum 2 days per week, minimum 4 months

**About Conservation without Borders:**

**Conservation without Borders** is a dynamic and impactful charity committed to pioneering conservation initiatives through expeditions. With a successful history of high-impact projects, we believe in the power of collaboration and innovation to address global environmental challenges. We are currently preparing for 2 expeditions.

**Position Overview:**

We are seeking passionate individuals to join our team as Volunteer Expedition Research and Planning Assistants. In this role, you will contribute to the planning and execution of our expeditions, ensuring the success of our conservation projects.

**Responsibilities:**

1. **Research and Analysis:**
  - Conduct in-depth research on potential equipment, partners, stories, routes, travel options, and costs for upcoming expeditions.
  - Analyse information to provide valuable insights and recommendations.
2. **Database Management:**
  - Input and maintain information in spreadsheets and databases, ensuring accuracy and completeness.
  - Organise and manage expedition-related data efficiently.
3. **Communication:**
  - Engage in effective email and phone communications with potential partners, media outlets, sponsors, and other stakeholders.
  - Represent the organisation with confidence and diplomacy.
4. **Content Gathering:**
  - Collect and organise imagery, stories, and other content relevant to expedition promotion.
  - Collaborate with team members to create compelling materials.

**General Skills Appreciated:**

- **Organisation:** Strong organisational skills with an attention to detail.
- **Reliability:** Dependable and able to meet deadlines consistently.
- **Computer Competence:** Proficient in using computers and standard software applications.
- **Initiative:** Ability to work independently and proactively with reliable internet connection .

**Additional Desired Qualities:**

- Enthusiastic about conservation and the mission of Conservation without Borders.
- Confident and diplomatic phone manner for effective communication.

- Foreign language skills may be valuable on occasions

**Opportunities for Development:**

Depending on the skills and interests of volunteers, there may be opportunities for specialised skill development, including project management, content creation, social media, or partnership development etc.

**Compensation:**

This is a volunteer position, and there is no remuneration available. However, volunteers will have the chance to:

- Network and collaborate with professionals in the conservation field.
- Be a part of innovative and impactful conservation initiatives.
- Gain valuable experience in expedition planning and research.

**How to Apply:**

To apply, please send a brief email outlining your interest and relevant skills to [sacha@conservation-without-borders.org](mailto:sacha@conservation-without-borders.org). CVs appreciated but not essential in the first instance.

Thank you for considering joining our team at Conservation without Borders.