Volunteer Project Administrator

Background

Conservation without Borders is a young conservation communications charity established to deliver conservation expeditions, in association with partners, that help get scientists and the public understand the impacts of climate change from the perspective of migratory species. This is a tried and tested model of engagement developed on the 2016 expedition ‘Flight of the Swans’, following the Bewick’s swan migration from arctic Russia to the UK through 11 countries tackling illegal hunting and habitat loss. We also recently completed our first expedition as a charity, the Round Britain Climate Challenge, circumnavigating mainland Britain to promote grassroots climate action ahead of COP26.

Conservation without Borders uses bold adventures and innovative story-telling techniques to bring scientists and conservationists together with powerful, focused collaborations, generating mass media, public, political and industry engagement in critical conservation issues. Our next expedition, Flight of the Osprey, is currently in development for take-off in August 2022. Following the Osprey migration route from Scotland to Ghana, our team will capture footage and survey data to look at the threats that migratory species face and the conservation action taking place along the flyway to protect species at a local and global level. Using a multidimensional communications strategy, our followers will accompany us as we deliver a visual showcase of the Osprey’s journey and one-off interviews with frontline conservationists along their flyway.

As a start-up charity we are looking for skilled, motivated, creative and passionate individuals happy to offer some of their time to help get this project off the ground. There are many voluntary roles at Conservation without Borders, spanning researching exciting stories, gathering existing audio-visual resources, finding voluntary contributors and fundraising to ensure our projects go ahead.

Roles and Responsibilities

Our Volunteer Project Administrator will assist Conservation without Borders in our aim to increase public engagement with conservation by assisting the team with various administrative tasks as needed for the Flight of the Osprey. This role will work closely with the Project Manager to coordinate recce trips and the expedition itself by assisting with scheduling, financial administration and research tasks as necessary. It will best suit someone who is comfortable in a situation in which there are multiple actions to deliver and monitor, is good with people, and who is keen to turn their hand to a variety of tasks.

Your key responsibilities will include:

- Assist in maintaining communications with our wider team and project partners.
- Update project management documents with progress as required.
- Schedule team meetings and partner briefings.
• Assist in the coordination of virtual events including set-up and promotion. Work alongside our appointed bookkeeper to ensure accurate submission and reconciling of payroll, expenses and invoicing (training will be provided if required).
• Contribute to budget planning, record keeping and reporting as required.
• Contribute to CWB and project communication including social media, e-newsletters, assisting with PR inquiries, edits to the web copy and working with the CWB web designer when necessary.
• And any other details you have a particular interest in, or that the volunteer manager deems reasonable

Skills, Attributes and Experience
We are looking for a motivated individual with meticulous organisational skills who is passionate about conservation and confident working flexibly to execute a diverse workload remotely. You will need to appropriately task and maintain communication with those involved to ensure timely implementation of our project planning and ongoing office tasks. Professionalism and an eye for detail is essential as you will be representing CWB to our sponsors, partners and public following. Previous experience working in a small team is preferred but is not essential.

Volunteers will possess some/all of the following:
• Excellent administrative skills.
• Excellent organisation and ability to motivate a volunteer team.
• An excellent written and verbal communicator who can remain calm under pressure.
• Competent in relevant software from Microsoft office suite.
• A proactive, can-do approach to all areas of work with an ability to be flexible.
• A broad awareness of conservation issues and an interest in expeditions.
• An understanding of the challenges of international collaboration and persistence to overcome these.
• Diplomatic manner but ability to communicate clearly and raise issue of potential conflict as early as possible in order that they can be resolved quickly.
• Able to work as part of a team but very confident to use your own initiative.
• Comfortable in giving and receiving constructive criticism.
• Personal commitment and belief in the issues and projects that CWB is involved with.
• Experience of volunteer management, training and development to include regular monitoring and recording.
• An understanding of expedition logistics.

Location
This is a fully remote role, assuming you have strong internet, relevant hardware and software.

Hours
This post is initially until February 2023, with scope for ongoing association for the right candidate. Hours are varied but the work can be fit around a standard work week. Team meetings will be arranged around team availability and will usually be held online, although there will be physical meetups that you would be encouraged to attend if you wish.

Benefits to the volunteer

This is not a role on the expedition but is a vital role to help magnify the engagement with our expedition for an important cause. You will

- Play a critical role in an important and ground-breaking conservation project
- Be part of a highly motivated team with a challenging mission
- Be supported and encouraged to develop your skills and gain valuable experience and references

To apply:

Contact office@conservation-without-borders.org with your CV, and a few words describing why you are interested, any relevant projects you have worked on and what you hope to gain from this role.

This is a voluntary role, so no payment will be given for time or general expenses, except where relevant to the project and with prior approval of the budget holder.

Note that this project and elements of it will be confidential and this must be respected by all team members. So, whilst all project-related content will be delivered or posted in the first instance via the official project PR team or on official project social media accounts, we would encourage all team members to share as widely as possible with a personal comment or interpretation, to your contacts and through any forums you think might be interested.