



Job Description

Job title:	Education Volunteer (Volunteer)
Programme:	African Bat Conservation (ABC)
Level:	Volunteer
Location:	Remote Working

Job purpose

The Education Volunteer (EV) assists in delivery of education, engagement and impact for the ABC research programme, which is part of Conservation Research Africa (CRA).

The EV will create education materials and resources for ABC to post on Facebook, Instagram, X and on our website and public press releases.

S/he assists in the design of educational resources (in collaboration with the ABC Research Manager (RM) and the Outreach Officer (OO)).

S/he will work the RM and OO to create materials in accordance to CRA deliverables including identifying needs, producing context relevant content and creating user friendly resources.

The EV will work under supervision of the Research Manager (RM) and CRA Programmes Manager (PM) and ensure ABC Ethics and Policies are followed and that technical excellence is achieved.

Source and nature of management provided

Reports to the ABC Research Manager.

Staff management responsibility

The ABC EV is not a management role in ABC. The EV will work under direct line management of the RM.

Special conditions

As this role involves working remotely you will require your own laptop.

We are looking for a minimum commitment of 1 day (7 hours) a fortnight and you will be in charge of your own schedule as per your other commitments and schedule.

You will be expected to attend ABC Team Meetings via Whats App/Zoom (or alternative platforms) to engage with our other ABC staff as required.

You will be required to have bi-monthly 1 to 1 session with the RM to review progress and receive support and feedback.

Main duties and responsibilities

The expectation of the EV is that content produced for ABC/CRA by the EV is technically excellent as judged by the RM, PM, CEO and Trustees.

The EV will be responsible for ensuring that the work of ABC has impact and builds the national and international reputation of CRA/ABC in support of CRA/ABC goals and vision with regards to research and conservation.

The EV is required to conduct all activities to agreed targets and milestones, and to ensure that tasks are completed to established ABC protocols and as per instruction by the RM.

Including:

1. Develop educational resources (quiz for children, colour in activities, learning at home materials) to raise awareness of the focal CRA education topics: wildlife conservation, the ecology of bats, human wildlife conflict mitigation strategies, the role of bats in the ecosystem, the role of ABC in promoting conservation through research.
2. Develop education programmes and materials (school lesson plans, teacher training packs) to raise awareness of the focal ABC education topics: wildlife conservation, the ecology of bats, human wildlife conflict mitigation strategies, the role of bats in the ecosystem, the role of ABC in promoting conservation through research.
3. Support the OO in development and production of awareness materials (leaflets, brochures, posters) about bats, biodiversity and human wildlife conflict.
4. Support the OO in reaching all outreach and education KPI's each month
5. Maintain compliance with all CRA policies and procedures
6. Maintain compliance with CRA Constitution
7. Comply with CRA's equal opportunities policy, and use this role to promote equality of opportunity where possible.
8. Be responsible for your own health and safety and that of your colleagues in accordance with CRA's health and safety policy
9. Any other reasonable duties that fall within the scope of the post as allocated by the RM following consultation with the post holder.

Specific Tasks and Timeframes

Timeframe	Task	Description
Weekly	1. ABC Education Resources	Work with RM to develop children's resources to share on social media and the ABC website (bat masks, colour in activities, quizzes).
	2. ABC School Education Packs and Resources	Work with RM and OO to develop education programmes and materials (i.e school lesson plans, teacher training packs) on topics as outlined in duties.
	3. Social media	Ensure that the RM has received one post for social media each week as outlined in Task 1.
2 Weekly	4. ABC Education Meeting	The RM, OO, ABC Research Assistant (RA) and Volunteer to have a bi-weekly meeting to set priorities for the fortnight

Monthly	5. Awareness activities	Contribute to the scheduling/creation of awareness talks and events on online mediums through organisations to raise awareness of CRA education topics and HWC mitigation
	6. Staff 1-to-1	Conduct 1-to-1 with RM to review progress and provide feedback on performance
Yearly	7. Project planning	Increasing interest in our project(s) and acquiring beneficial links through social media/developing blogs/vlogs etc.
	8. Public engagement	Support knowledge transfer to wider society through events (e.g. collaborative research; seminars; workshops; lectures; conference talks, websites; publications).
	9. Project proposals	Work with the RM and OO to develop project proposals for new project ideas within the Education and Outreach Programme using the CRA template. All projects are subject to approval by the CEO.
	10. Annual Report	Contribute to the ABC annual report, including impact report

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Good science degree in biology, zoology, conservation or related science subject	✓	
Teaching qualification		✓
Postgraduate Qualification in Communication /Environmental Education		✓
Qualified in project management		✓

Criteria: Knowledge and Experience	Essential	Desirable
Experience (>1 year) working in the field of African Wildlife Research or in Education in Africa for an NGO		✓
Understanding of wildlife conservation issues in Africa	✓	
Experience of bat research		✓
Experience of collaborating across teams/departments to engage stakeholders with improvement initiatives.	✓	
Experience of developing educational and awareness materials		✓
Experience of successfully planning and managing project based initiatives. Proven ability to work on own initiative and organising workloads to meet deadlines	✓	

Experience of working with volunteers from a diverse range of backgrounds	✓	
High level of literacy and ability to draft correspondence, reports, papers, briefing notes.	✓	
Experience in social media campaigning and public communication		✓

Criteria: Skills and Aptitudes	Essential	Desirable
Excellent communication, interpersonal and presentational skills.	✓	
Strong analytical and problem solving capability. Ability to think creatively and provide innovative solutions to identified issues, with the confidence to challenge existing practice and offer alternative solutions.	✓	
Excellent computer proficiency (including MS Excel, Word and Access)	✓	
Computer literacy: Adobe InDesign, Dreamweaver and Photoshop.	✓	
Computer literacy: HTML coding		✓
Excellent proficiency of social media platforms (including Twitter, Instagram, Facebook and LinkedIn)		✓
A strong team player; good at collaborating across boundaries and keen to work with others.	✓	
Advanced planning, organisational and prioritisation skills with the ability to deliver results on projects according to deadlines.	✓	
Sensitivity to other cultures and strong demonstrable knowledge of and interest in intercultural communication	✓	
Enthusiasm and commitment for the CRA and ABC vision.	✓	

<p>Effective Behaviours Framework</p> <p>CRA has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.</p> <p>Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.</p> <p>Delivering excellent research: Providing the best quality rigorous research across projects. Building genuine and open long-term relationships in order to drive up service standards.</p>
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Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of CRA.

Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what CRA/other projects are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of CRA.

Working with people: Working co-operatively with others to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.

Salary and benefits

- Voluntary post
- Support for further training/research pending funding and performance
- Supported staff development plan