



Volunteer Communications Assistant

British Trust for Ornithology

BRITISH TRUST FOR ORNITHOLOGY

'A WORLD INSPIRED BY BIRDS AND INFORMED BY SCIENCE'

BTO harnesses the skills and passion of birdwatchers to advance our understanding of ornithology and produce impartial science, communicated so that it can be of benefit to everyone.

OUR GOALS

BTO increases knowledge of birds and other wildlife, and their relationships with the environment and people, by:

- Enabling more people to learn about birds and science and grow through participation in environmental discovery.
- Delivering impartial, impactful and relevant science.
- Inspiring and empowering people with an understanding of birds and the importance of knowledge.

OUR PRIORITIES

We will reach our goals by:

- Providing more and better opportunities for people to contribute to our work.
- Monitoring the status of species, researching their ecology and understanding how they respond to change.
- Communicating great stories that bring to life the long-term data, information and knowledge that we hold.

OUR IMPACT

Our surveys, monitoring schemes and research programmes are designed by expert scientists to answer some of the most pressing questions affecting birds and their habitats. Because of our independence we are able to share our data, expertise and knowledge to inform decision-makers, educate the public and support conservation action. Our long-term datasets provide a measure of change and enable us to look for impacts and test solutions. Our vibrant volunteer network makes us highly effective and ensures that our work reflects the interests of those for whom birds and wildlife are important.

OUR FOUNDATIONS AND VALUES

The success of BTO is based on firm foundations that include: motivated and skilled staff and volunteers; a strong reputation; a robust business model and effective governance systems and processes.

We are:

- Inclusive and supportive
- Impartial
- Passionate
- Collaborative and open to new ideas

BTO is a Registered Charity Number 216652 (England & Wales), SC039193 (Scotland).



VOLUNTEER COMMUNICATIONS ASSISTANT

We have opportunities immediately available for volunteers to join our communications team to assist in a variety of areas, such as, content writing for social media, video filming and editing, managing photo databases, and networking with photographers.

If you have experience in some of these areas, and an interest and enthusiasm in learning and developing in others, then we would love to hear from you.

You will join a friendly team and work alongside our Social Media Manager, Press Manager, Science Communications Manager, and Head of Communications; enabling you to develop knowledge, skills and experience whilst contributing across a range of important areas and helping to engage more people and new audiences in BTO's work.

WHAT YOU WILL DELIVER

- Content writing for social media.
- Video filming and editing.
- Managing photo databases and networking with photographers.
- Assisting in a general capacity with jobs around the office.

WHAT YOU WILL BRING TO THE COMMUNICATIONS TEAM

- Great communication skills.
- Demonstrable experience with social media channels.

- Good IT skills.
- Creative thinking.
- Willingness to learn and use our simple IT systems for producing flyers/newsletters.
- Willingness to learn and work within the BTO brand.
- Experience of writing interesting and engaging content would be a plus, though not essential.
- A background in conservation science or communications.
- Demonstrable enthusiasm for wildlife and conservation.

FIND OUT MORE ABOUT THE ROLE

For an informal chat about the position please contact Faye Vogely 01842 750050 (faye.vogely@bto.org).

LOCATION AND HOURS

The post will be based at BTO Headquarters, The Nunnery, Thetford, Norfolk, IP24 2PU.

We are looking for someone to volunteer for a minimum of one day a week, however days and hours are flexible to suit the individual. This may include some working from home and/or working a few hours across several days.

VOLUNTEERING FOR THE BTO

- Volunteer opportunities at BTO are a great way to give something back, use your existing knowledge to benefit

ABOUT THE ROLE

the impact of the charity, and to develop new knowledge, skills and your career.

- BTO is an organisation of passionate people happy to share their knowledge with others. If you have an interest in finding out more about the work we do, birds and other taxa, then this is a great opportunity.
- We are able to reimburse reasonable travel expenses for volunteers.
- We are happy to provide references for people that have volunteered for us.
- Our core hours are Monday – Thursday 9:00–5:30 and Friday 9:00–5:00, however we are happy to discuss days and hours to suit the volunteer.

MAKING AN APPLICATION

We have opportunities immediately available so if you are interested please get your CV to us as soon as possible.

If you aren't immediately available then please indicate your availability in your cover letter.

To apply for this volunteer role please send a CV and covering letter to recruitment@bto.org stating the job title in the subject line.

Closing date for receipt of applications is 1pm on Friday 31 May 2019.

In your cover letter please let us know about the experience you have, why you would like to volunteer for the BTO and any other information you wish to include.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment could be made.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

