



Erasmus+ European Voluntary Service Vacancies

Application Details

Dates: 1st February 2017 – 31st January 2018 (fixed dates)

Costs: Voluntary positions, but all living costs will be covered and accommodation provided.

Number of positions: 5 conservation, 1 environmental policy/law, 3 communications, 4 education, 1 administration/membership, 4 finance.

BirdLife Malta is looking for new full-time voluntary assistants to join their international team protecting birds and their habitats and inspiring and educating people about birds and nature in the Maltese Islands. Volunteer assistants will be based in our offices and at our nature reserves in Malta.

Are you:

- Aged 18-30
- Living in one of the programme or partner countries listed on www.erasmusplus.org.uk/participating-countries
- Outgoing, friendly, keen to meet new people, socialise and experience a different culture
- Interested in bird conservation and/or environment protection
- Interested in improving bird, plant and other taxa identification skills
- Interested in inspiring & educating people about birds and the natural world
- Willing to do hands-on conservation work ranging from fieldwork aimed at protection of wild birds from illegal killing to raising public awareness in events
- Willing to develop administration, work prioritising, numeracy and people skills
- Willing to learn and having an adaptable work attitude commensurate with the needs of a charitable organisational structure including working flexible and occasional long hours

The EVS programme will provide you:

- Accommodation with a private room near our premises in Xemxija/St. Paul's Bay. You may need to share your room for short periods of time
- Coverage of all living cost such as electricity, water, gas and internet
- Reimbursement of the flight and other transport costs (bus, train, metro, visa), up to a certain limit
- €300 monthly allowance

- Private AXA insurance

Description of duties:

There is opportunity for each volunteer to experience a range of tasks, but for ease, the assistants' duties are split as follows:

FINANCE

Finance (4 positions)

- Assisting the Finance Manager with office duties
- Basic office duties including answering the telephone, dealing with incoming mail
- Prepare Purchase Orders (Accounts Payable)
- Prepare Invoices for donors and members when required (Accounts Receivable)
- Bank Reconciliation
- Assisting in the preparation of Payroll, FS3/FS5 document and annual reconciliation (FS7)
- Assisting in the preparation of Vat return
- Assisting in the preparation of Management and Cash Flow reports
- Assisting in the Financial reporting of EU project
- Help in preparing yearly financial reports
- Manage Asset and Stock
- IT skills would be considered an asset

ADMINISTRATION

Administration and Membership (1 position)

- General HR duties (Recruitment, staff meetings, staff development, volunteers management)
- Administrative support to projects (LIFE+, Erasmus+)
- Office coordination (stationery control, suppliers management, office general supplies)
- Basic office duties including answering the telephone and dealing with incoming mail
- Properties and assets management
- Assisting the CEO with his agenda
- Basic IT support (emails, printers configuration, etc...)
- Membership management (process new memberships and renewals, management of the CRM system and database, preparation of annual, monthly and weekly reports)
- A valid driving license and ability to drive in Malta would be considered an asset

COMMUNICATIONS

Communications (3 positions)

Communications interns will work in three discrete areas: media communications, public events and design.

Media Communications (1 position)

- Digital Media: Updating the BirdLife Malta website with news and blog content and updating other social media including Facebook, Twitter, YouTube Channel and others
- Archiving: organising and uploading multi-media material (photos and video) and maintaining the media archive
- Internal Communications: collating, writing and sending monthly internal and external newsletter
- Press and Media: supporting the Communications Manager in generating coverage across traditional and new media to raise the profile of BirdLife Malta and its work
- Other media work: working with project manager(s), conservation, education and fundraising staff to develop and implement targeted project and campaign communications for online, print and broadcast media

Events (1 position)

- Promoting membership and involvement in BirdLife Malta and actively recruiting members and volunteers at stalls, fairs, events and in other public places and providing support to Membership officer with the membership administration
- Organising and coordinating a calendar of events in education, reserves and others together with handling booking procedures and keeping an accurate record of all events and evaluating their success
- Assisting the relevant staff with the organisation of other public events, and the preparation of communications materials to promote these events
- Assisting with the management of BirdLife Malta's sales and merchandise
- A valid driving license and ability to drive in Malta would be considered an asset

Design (1 position)

- Design BirdLife Malta's printed materials including the organization's magazine, promotional leaflets, banners, logos and educational materials
- Design web-based communications materials
- Produce and edit high quality videos for local and international audience video production: producing and editing high quality videos for local and international audience
- Attending public and press events as a photographer/videographer

CONSERVATION & POLICY

Conservation – Research, Fieldwork and Injured Bird Care (3 positions)

Purpose of the role: To assist the Conservation Manager and Conservation Coordinator in the various tasks allocated to the Conservation Department within BirdLife Malta oriented mainly around wildlife crime-focused fieldwork, updating and maintaining databases, outreach to the bird ringing/watching community, members of the public, research, etc.

Please note that a large component of the Conservation Assistant's work is to respond to field emergencies. As such, evening and weekend work is to be expected.

Specific requirements:

- A degree in biology, zoology, ecology or a similar discipline
- A valid driving license and ability to drive in Malta is a must

Duties:

1. Illegal hunting and trapping surveillance
2. Assist the Conservation Coordinator/Conservation Manager in the organisation of surveillance trips to monitor illegal hunting and trapping
3. Assist the Conservation Coordinator in the organization of Spring Watch and Raptor Camp including taking bookings for hotel reservations
4. Assist in the running of the camps in various duties required: equipment preparation, data logging, and liaison with volunteers
5. Assist the Conservation Coordinator in keeping records and filing data on observed illegal hunting/trapping activity (aerial and land surveys)
6. Maintain BirdLife Malta's database of illegal hunting and trapping records on excel and ArcGIS
7. Maintain video and photographic records on server according to BLM system of investigation reports
8. Prepare and maintain equipment for use in fieldwork activity
9. Involve volunteers in illegal hunting and trapping surveillance
10. Assist any data entry as required by the BirdLife Malta ringing scheme and Research Committee
11. Assist in the preparation of position papers, research papers and reports as necessary
12. Liaise as necessary with police and other enforcement authorities
13. When necessary, to provide any testimony in court
14. Prepare data for presentations, reports, press releases and press conferences as required by the Conservation Department and Communications Department to raise awareness on illegal hunting and trapping
15. Predator management

BirdLife Malta runs a voluntary injured bird recovery scheme, answering calls made by the public who encounter shot or injured birds in their property or in the countryside. Accordingly you will be required to:

1. Assist in picking up & ensuring injured birds brought to BirdLife receive urgent veterinary attention
2. Feeding and caring for injured birds so they can be released in to the wild
3. Ensuring excellent hygiene to minimise health risks to birds and humans
4. Educating and informing visitors to the centre about caring for injured wild birds
5. Organising events related to bird migration and bird conservation

Environmental Policy (1 position)

Purpose of the role: to provide evidence and identify processes at EU and Malta level to improve Maltese environmental policy and practice with regard to bird conservation and protection.

We are ideally looking for somebody who also has some field experience and is willing to participate in our seasonal monitoring camp.

Specific requirements:

- A degree in conservation or political science related degree
- A valid driving license and ability to drive in Malta is a must

Duties:

- To gain an overview of the situation regarding derogations to the Birds Directive in the Maltese islands including the EU processes and Maltese legislation that allow it to happen
- To gain an understanding of processes and legislation governing bird protection legislation and identify opportunities at improving these processes to guarantee better environmental protection and enforcement
- To liaise with international partners within the EU and familiarize with campaigns and initiatives aimed at the defense and implementation of the EU's Birds and Habitats Directive
- To understand and utilize international conventions and tools to suggest the implementation of stricter rules and policies governing wild bird regulations
- To seek partnership and project development opportunities which would help guide better policy making
- To assist in the formulation of internal and external policy procedures that would help the organization achieve its objectives

Seabird Conservation (1 position)

Purpose of the role: To assist BirdLife Malta's work in seabird conservation including fieldwork at various Natura 2000 sites, on land and at sea.

Specific requirements:

- A degree in biology, zoology, ecology or a similar discipline
- A valid driving license and ability to drive in Malta is a must
- Qualified in handling birds and in possession of a C-ringing license (UK) or equivalent is a plus

- Physically fit and able to abseil cliffs and climb rocks (ideally with relevant training) to carry out field work even at night

Duties:

To assist our seabird team in research and conservation work at various seabird colony sites and work based at the BirdLife Malta office:

- Seabird research and conservation science work: seabird colony monitoring including ringing and taking morphological measurements
- Land based surveying of seabird colonies: call registrations at night, GPS mapping, colony and nest searching
- Sea based surveys by boat and kayak of seabird colonies
- Public awareness activities about seabird conservation (events, talks, boat users, fishermen)
- Predator management
- On-site habitat maintenance work
- Inputting, processing and analysing collected data, filing reports (Excel, ArcGIS, Sound Scope)

Nature Reserves (1 positions)

Purpose of the role: To assist our wardens in various duties at our nature reserves of Ghadira, Simar, Foresta 2000 and Salina reporting to site warden and reserves manager. A valid driving license and ability to drive in Malta is a must.

Specific requirements:

- Physically fit and able to handle tools and machinery required for on-site management
- Ideally relevant qualifications relating to habitat management
- A valid driving license and ability to drive in Malta is a must
- Qualified to handle birds and in possession of a ringing license or a trainee ringing license will be considered an asset

Duties:

1. Assist in the delivery of the management plans for the Ghadira and Simar Nature Reserves as guided by the reserve wardens – duties will include a mix of hard manual work to report writing
2. Assist nature reserve wardens in daily duties concerning bird censuses and bird ringing activities at the nature reserves
3. Assist in the rehabilitation, ringing and release of injured birds brought to the attention of BirdLife Malta
4. Greet and engage with members of the public at our nature reserves in order to allow for a good visitor experience (this may include weekend work)
5. Assist in the sales and delivery of stock to nature reserves

EDUCATION

Education (4 positions)

Purpose of the role: To inspire, involve and educate people about birds and the natural world, with a particular focus on school age children and their families. All positions will support each other's work but have their distinct area of responsibility. A valid driving license and ability to drive in Malta would be considered an asset.

Schools (1 position)

- Administrate the Dinja Wahda school programme
- Support the delivery of teacher training within schools
- Support delivery of school events and family events
- Assist with the development of new resources and ideas
- Compile regular (at least termly) e-newsletter to be sent to all school contacts
- Support delivery of new green space in school grounds initiative
- Manage the bookings for school visits to the nature reserves
- Development of resources and activities to improve family visit to the nature reserve

Community Education (1 position)

- Development of BirdLife Malta informal education work including
- Youth Leader training for Scouts and Guides
- Facilitation of youth group visits to the nature reserves
- Development for further resources and initiatives for delivery of informal education
- Work with Events EVS to plan and deliver programme of events with particular support for events for families and young adults
- Maintain database of educational resources for events and activities
- Support the delivery of the summer school programme at the Aquarium

Projects & Research (1 position)

- Assist with research and evaluation to assess the impact of new resources and teacher/youth leader training – social research
- Work with university contact to conduct research into the impact and effectiveness of BirdLife Malta's education work
- Assist with the organisation of project activities including workshops, project meetings, and training events
- Support teacher training linked to new resources
- Identify suitable articles about outdoor learning and sustainable living to share on education social media – Dinja Wahda Facebook page
- Work with the education manager to identify new possible education projects and support the writing of funding applications

Outreach (1 position)

- Position in partnership with Malta National Aquarium
- Deliver BirdLife Malta events and activities at the Aquarium
- Develop and deliver summer school programme
- Develop and deliver of activities to be delivered to schools visiting aquarium during the scholastic year
- Deliver BirdLife Malta talks within the Aquarium linked to our work to protect sea birds
- Development of new resources to educate Aquarium visitors about BirdLife Malta work and sea birds
- Development of resources and activities to improve family visit to the nature

To Apply:

Please download and fill in the application form, making it very clear which department or position you are most interested in. Completed applications should be returned to info@birdlifemalta.org with Subject: **Application for EVS Assistants (Position)** e.g. *Application for EVS Assistants (Media Communications)*. We highly recommend that you visit our website on www.birdlifemalta.org for further information before applying. The positions are funded by Erasmus+.

Applications close at Sunday 27th November 2016. Telephone/Skype interviews will take place shortly afterwards, with successful applicants informed before Christmas.

Please note that incomplete and/or late applications will not be taken into consideration.

BirdLife
MALTA