



Erasmus+ European Voluntary Service Vacancies Application Details

Dates: 1st February 2018 – 31st January 2019 (fixed dates).

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

Number of positions (14):

- 4 conservation
- 3 education
- 2 communications
- 2 nature reserves
- 1 finance and fundraising
- 1 software developer/IT administrator
- 1 administration and membership.

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. Those who have previously participated in the Erasmus+ European Voluntary Service (EVS) scheme are not eligible to apply for these positions.

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 environmental protection
- Interested in improving bird, flora and other taxa identification skills
- Interested in inspiring and 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, time management, numeracy, and interpersonal skills
- Willing to learn and having an adaptable approach in line with the needs of a charitable organisation's structure including working flexible and occasional long hours
- Physically fit (for essential fieldwork)
- Preferably possess a valid driving licence

The EVS programme will provide you:

- Accommodation in a shared room near our premises in Ta' Xbiex/in the northern part of the Island close to our nature reserves or with host families
- Coverage of all living costs 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 CIGNA insurance

Description of duties:

There is the opportunity for each volunteer to gain a wide range of experience and skills across the organisation. Duties for each position are as follows:

FINANCE & FUNDRAISING (1 position)

The ideal candidate will have a Bachelor's or Master's level of education with two years relevant experience in fundraising or marketing, ideally in voluntary organisations. Experience in sales is also considered an asset. Those with substantial practical experience only are also encouraged to apply. The candidate must have a driving license and an interest in nature and environment. Knowledge of birds is desirable but not essential. The candidate has to be IT literate with experience using Microsoft Office as well as a good command of English. The position will include occasional evening and weekend work at events during weekends (TOIL will be given).

Reporting directly to the Finance Manager, the Finance and Fundraising Assistant will:

- Assist the Finance Manager with office duties mainly related to sales and fundraising schemes
- Manage stock and assets
- Develop sales strategies for the shops in the nature reserves (Ghadira and Simar). This includes setting sales targets, production selection and merchandising in alignment with profit margins and the organisation's strategy
- Develop fundraising schemes with the Finance Manager and Administration Officer including payment procedures and processes
- Coordinate with the communications team in organising fundraising campaigns, events, advertising, and promotions
- Maintain a fully-operational sales management system (Dolicloud)
- Prepare purchase orders and set appropriate ROP (Re-Order Point)
- Prepare invoices and receipts for donors and members when required
- Manage online payment system and help other departments in effectively using them (Paypal and Endeavour)

ADMINISTRATION & MEMBERSHIP (1 position)

The ideal candidate will have a diploma in office administration or equivalent. As the main point of contact for the BirdLife Malta office, excellent people skills are a must. The role will be primarily supporting administration activities but from time-to-time will include assistance in events and other ad-hoc tasks. The chosen applicant should have an interest in nature and environment and a good command of English.

Duties:

- General HR duties (recruitment, staff meetings, staff development, volunteer management)
- Administrative support to projects (LIFE and Erasmus+)
- Office coordination (stationery control, suppliers management, office general supplies)
- Basic office duties including acting as the main point of contact through 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

SOFTWARE DEVELOPER/IT ADMINISTRATOR (1 position)

The ideal candidate will have a Bachelor's or a Master's level of education in software programming and developing. Those with substantial practical experience only are also encouraged to apply. The chosen applicant should have an interest in nature and environment. The candidate has to have experience with PHP and C++ languages as well as a good command of English.

Reporting directly to the CEO, the Software Developer will:

- Modify the website according to the organisation's needs
- Set up CRM in order to transmit data to website and payment page
- Create a PC application that can effectively manage the internal database
- Develop the website for fundraising schemes with the Finance Manager and Administration Officer including payment procedures and processes
- Coordinate with the communications team in website development
- Help in the development of a fully-operational cloud sales management system (Dolicloud)
- Assist in creating and interfacing a comprehensive online payment system
- Assist other departments in effectively using the same systems (Paypal and Endeavour)

COMMUNICATIONS (2 positions)

The communications volunteers will assist in raising the profile of the organisation and its work through a variety of activities. The volunteers will mainly work in two areas: events and digital media and design. Applicants should have an interest in nature and the environment, be IT literate, and have a good command of English. They will report directly to the Communications Manager and will have the following duties:

Communications & Events Assistant (1 position)

- Promoting memberships and engagement in BirdLife Malta at stalls, fairs, events and in other public places
- Recruiting volunteers to assist with events
- Organising and coordinating a calendar of events, 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
- Researching outreach opportunities
- Updating the website and creating e-marketing campaigns
- Assisting with the management of BirdLife Malta's sales and merchandise
- Providing support to the administration department with the memberships
- A valid driving license and ability to drive in Malta would be considered an asset

Design & Digital Media Assistant (1 position)

- ✓ Design BirdLife Malta's printed materials including leaflets, banners, and educational materials
- ✓ Design BirdLife Malta's printed magazine using InDesign
- ✓ Design and produce graphics and visuals for website, social media and advertising
- ✓ Edit photographs using Photoshop to be used in internal and external communication
- ✓ Produce and edit high quality video content for local and international audiences using Adobe Premiere
- ✓ Play a key role in BirdLife Malta's migration camps (Spring Watch and Raptor Camp) by downloading and organising photos and footage from the conservation team and creating videos to distribute to the media
- ✓ Attend public and press events as a photographer/videographer
- ✓ Manage video uploads and channels
- ✓ Archiving, organising, and uploading multimedia content to the digital media library

CONSERVATION (4 positions)

Research, fieldwork and injured bird rescue (2 positions)

The conservation volunteers will assist the Conservation Manager and Conservation Officer in the various tasks allocated to the department oriented mainly around fieldwork, outreach to the bird ringing/watching community, members of the public, and research. The ideal candidates will have a degree in biology, zoology, ecology, or a similar discipline. A valid driving license and the ability to drive in Malta is a must.

Duties:

- Assist in the preparation of position papers, research papers and reports
- Assist in data entry as required by the BirdLife Malta ringing scheme and Research Committee
- Assist the Conservation Officer/Conservation Manager in the organisation of surveillance trips to monitor illegal hunting and trapping
- Assist the Conservation Officer in keeping records and filing data on observed illegal hunting/trapping activity (aerial and land surveys)
- Maintain BirdLife Malta's database of illegal hunting and trapping records on excel and ArcGIS
- Participate and involve volunteers in illegal hunting and trapping surveillance
- Prepare and maintain equipment for use in fieldwork activity
- Maintain video and photographic records
- When necessary, to provide any testimony in court
- Liaise as necessary with police and other enforcement authorities
- Prepare data for presentations, reports, press releases, and press conferences as required by the Conservation Department to raise awareness on illegal hunting and trapping
- Assist the Conservation Officer in the organisation of Spring Watch and Raptor Camp including logistics
- Assist in the running of the camps including equipment preparation, data logging, and liaison with volunteers

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:

- Assist in picking up and ensuring injured birds brought to BirdLife Malta receive urgent veterinary attention

Injured bird rescue, care and rehabilitation (1 position)

To assist in the daily running of rehabilitation facilities by BirdLife Malta of injured wild birds with the aim of releasing them back into the wild. The ideal candidate will have a degree or diploma in biology, conservation, ornithology, animal husbandry, veterinary assistance, or veterinary care as well as proven experience in the handling, care and rehabilitation of wild birds (or other animals). A valid driving license and ability to drive in Malta is a must.

Duties:

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:

- Assist in picking up and ensuring injured birds brought to BirdLife receive urgent veterinary attention and first aid
- Feed and care for injured birds requiring short or long-term rehabilitation through various stages in their recovery so they can be released in to the wild
- Ensure excellent hygiene to minimise health risks to birds and humans
- Provide feedback to people calling BirdLife Malta regarding injured bird cases
- Keep records and case files of all cases of injured birds, reporting to Conservation Manager, Conservation Officer and veterinary surgeons on all cases of wild birds being cared
- Seek partnership and funding opportunities which would help sustain rehabilitation efforts made by the organisation
- Establish and innovate feeding protocols, care and maintenance of injured birds ensuring they can be released at their outmost physical form
- Liaise as necessary for the release of rehabilitated birds in the wild, ensuring optimum conditions and maximum possibilities for survival

Seabird Conservation (1 position)

To assist BirdLife Malta's work in seabird conservation including fieldwork at various Natura 2000 sites, on land and at sea. The ideal candidate will have a degree in biology, zoology, ecology, or a similar discipline and be physically fit and experienced in rock climbing or rope access (ideally with relevant training) to carry out fieldwork including at night. A valid driving license and ability to drive in Malta is a must. Being qualified to handle birds and in possession of a ringing license or a trainee ringing license will be considered an asset.

Duties:

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

- Seabird colony monitoring: ringing, taking morphological measurements, nest monitoring, mist netting, call registrations at night, GPS mapping, colony and nest searching
- Sea surveys of seabird colonies by boat and kayak even at night
- Public awareness activities about seabird conservation: events, talks, public outreach in colony sites to increase awareness among site users, boat users and fishermen
- Predator management (rat control)
- Inputting, processing and analysing collected data (Excel, ArcGIS, GPS, R)
- Assist in the preparation of reports
- Liaise with the communications team in updating content for the website, blog, and Facebook etc.

NATURE RESERVES (2 positions)

To assist our wardens in various duties at our nature reserves of Għadira, 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. The ideal candidate will be physically fit and able to handle tools and machinery required for on-site management with relevant qualifications relating to habitat management. Being 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 Għadira 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 (3 positions)

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 the objectives of the department but have their own distinct area of responsibility. A valid driving license and ability to drive in Malta would be considered an asset.

Schools (1 position)

- Administration of our nationwide schools programme
- Manage a database of statistics and records of school engagement with the 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 within all areas of education, particularly in formal education
- Participate in the One World Learning programme – an Erasmus+ funded project to develop formal education
- Compile regular e-newsletter to be sent to all school contacts
- Support delivery of green space in school grounds initiative
- Manage the bookings for school visits to the nature reserves and liaise with field teachers who deliver the school visits

Research and Funding (1 position)

- Assist with the design of research and collect data into the benefits of nature connection on people, with particular emphasis on children

- Work in collaboration with researchers at the University of Malta and other academic institutions to write research papers and carry out these studies
- Develop research proposals for students at the Malta College of Art, Science and Technology to carry out their thesis and support students in their studies
- Compile reports to support BirdLife Malta's educational work through results from research studies
- Research and assist with applications for potential funding opportunities for the Education Department to continue developing our programmes

Outreach and Community Education (1 position)

- Develop partnership opportunities with education organisations for non-formal learning
- Deliver and manage BirdLife Malta education events and activities for families and youths in collaboration with the events EVS
- Assist the education team in development of all non-formal and informal programmes including summer programmes
- Maintain current partnerships with youth organisations such as Scouts Association of Malta, Malta Girl Guides and Higher Youths
- Deliver current non-formal education programmes including nature badge programmes, youth volunteering and leadership training with assistance from the education team
- Maintain database of educational resources for education delivery and facilitate development of new resources.

TO APPLY

Please download and fill in the application form, making it 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 (Communications & Events Assistant)* together with an updated CV. **Please note that CVs without the application form filled in will not be considered.**

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 on Sunday 26th November 2017. 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.