# Job Title:
Volunteers and Events Coordinator

## Department:
Education

## Location:
Ta’ Xbiex, Malta

## Post holder reports to:
Education Manager

## Reporting to post holder:
ESC Volunteer (1)

## Period job offered:
1-year contract with possibility of renewal (full-time)

## Overall purpose of job:
Educate and inspire children, youths, and adults about the natural world. The person in this role will work with volunteers, coordinate and implement events and volunteer programmes, youth group activities, training workshops and specific project activities. Further to this, the person in this role will support educational delivery for BirdLife Malta’s school programme at the nature reserves.

## Main duties:

### 1) Volunteers’ coordination

*As part of BirdLife Malta’s work to engage with people, we want to strengthen our work with local and international volunteers:*

- Create a volunteer management plan for BirdLife Malta
- Promotion and recruitment of local volunteers
- Coordinate groups of local volunteers, including the youth group
- Organise and lead BirdLife Malta’s youth group volunteers and ensure its activities are engaging
- Liaise between volunteers and BirdLife Malta departments/team members to coordinate work
- Coordinate sessions for development of volunteers
- Ensure volunteers are equipped with the relevant knowledge related to BirdLife Malta’s operations, strategy, objectives and values
- Supporting and mentoring the volunteers in the delivery of their work
- Regularly check volunteers’ expectations and provide feedback
- Retention of volunteers
- Organise networking opportunities for European Solidarity Corps (ESC) volunteers and local volunteers

### 2) Events’ coordination/Outreach and Community Engagement

*BirdLife Malta delivers on average of 50 events each year with a range of different audiences, some events are annual, and others are dependent on requests for collaboration:*

- Oversee and ensure events are planned accordingly
- Create calendar of events at the end of each year together with Education Officer
- Ensure planning and delivering of events is done to the highest standards with excellent customer service
- Collect feedback and work to improve the way we run events and activities
- Ensure health and safety policies are kept, including data protection such as photo consent
- Create new event concepts and exciting ways to engage with the public
- Collaborate with Communications Department to ensure the promotion of events
- Coordinate the Events and Outreach Assistant's work
- Deliver education activities with families, students and teachers
- Keep up to date engagement data, website resources and information
- Write articles, newsletters, blogs etc when necessary

3) **Schools engagement**

*BirdLife Malta is engaged with environmental education in primary and secondary schools:*
- Deliver school visits at nature reserves, in particular Salina Nature Reserve
- Assist with teacher training workshops
- Strengthen our reach in secondary schools
- Assist with Dinja Wahda environmental education programme in primary schools

4) **Project management and implementation**

- Assist with the implementation of the various projects BirdLife Malta is involved with nationally and internationally

5) **Networking, Advocacy and Relationship building**

*BirdLife Malta’s education work depends on building good relationships with the government, NGOs and other organisations:*
- Building and maintaining good relationships with relevant people within the Education Directorate, schools, NGOs and youth groups
- Linking with other educational programmes of a similar nature

| Other relevant factors: | Required to work flexible hours including weekends, evenings, and public holidays |
| | Occasionally required to use private vehicle when possible |
| | Occasionally required to travel |

**Essential requirements (Only applicants who can demonstrate these qualities will be considered)**

- Degree in environmental, biology, conservation, education, communication or equivalent studies or relevant equivalent experience
- Experience in recruiting and managing of volunteers
- At least 1 year experience in organising events
- Experience in developing and managing community based activities, producing environmental educational material suitable for adults and children
- Experience in working with children and youths
- Excellent written and verbal communication skills in English, aimed at a wide range of audiences and age ranges
- Ability to work with a wide range of participants and engage to reach different groups
- Excellent at prioritisation skills and ability to deliver to tight deadlines
- Ability to enthuse, lead and engage others to learn about and appreciate the outdoors
- Sound skills in using MS Office, email communication and web usage
- Clean police conduct

**Desirable qualities/skills**

- Knowledge of Canva, Tik Tok, Mailchimp, producing publicity material, and social media content
- Knowledge of Maltese language will be considered an asset
- Experience in working or volunteering within the BirdLife partnership or similar NGO environment.
- Good interpersonal and communication skills.
- A valid driving license