



**WWT** Wetlands for life

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## **VOLUNTEER OPPORTUNITY:**

## **Expedition PR, Planning and Administration**

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### **Why do we need you?**

At WWT we believe the best way for people to understand and connect to wetlands is to experience them, so we bring awe-inspiring nature up close and let it do the talking. People feel part of something amazing and are motivated to make a difference.

In 2016 WWT will undertake a major, record-breaking expedition that has never been done before – a paramotorist will follow the migration route of the Bewick's Swans, from Arctic Russia to the UK. It involves extreme adventure in challenging conditions, and is an integral part of a major, multinational conservation programme to save this species. The expedition will be supported by a team at HQ, a ground crew and supporting pilots. We are looking to find an enthusiastic and organised person to join the HQ team to help with the research, admin and logistics of the project.

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**Who will be responsible for your role?** Head of Content and Creative

**Where will you be based?** WWT Slimbridge but some of the role could be done remotely and so suitable for homeworking

**How much time will it take?** We can be flexible on the specific days and hours worked and will mutually agree the hours you are able to offer – it will also depend on your level of experience but between 2-5 days a week. We are ideally looking for a minimum commitment of 3months, starting around the beginning of February.

### **What will you be doing?**

- Researching contacts and possible sponsors
- Administration of sponsorship pitches
- Researching possible characters and stories
- Maintaining spreadsheets of contacts and activity
- Gathering useful assets
- Communicating with partners overseas
- Handling multimedia content
- Research and bookings related to training expeditions
- Handling enquiries and general administration
- Communication with regulatory bodies overseas

### **Who are we looking for?**

- Well organised

- High level of computer literacy, comfortable with spreadsheets and with handling multimedia files
- Good written and verbal communicator
- Some experience of project management
- Awareness of challenges when working across cultures
- Very much a team player and prepared to pick up other jobs where needed

### How will you benefit?

- This is an excellent opportunity to work on an innovative, international media project
- A chance to contribute to one of our major conservation priorities
- Accommodation may be available in the onsite volunteer hostel for those volunteering on a full-time basis, depending on dates and availability
- Discount is available in the cafe and shop on the days of volunteering
- Appropriate induction and training will be provided

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### General notes:

There are various options for travelling to WWT Slimbridge. Cam & Dursley rail station is a 3.5 mile cycle or taxi ride away. Unfortunately there is no bus service directly to Slimbridge: the nearest services stop at the A38 leaving a walk through the village to reach us. Ample car parking spaces are available at the Centre, and there may be opportunities to lift share with other WWT staff or volunteers.

We regret that we are not in a position to reimburse expenses incurred for travel to the site. Any pre-agreed out-of-pocket expenses incurred in the course of the role will be reimbursed.

This position is entirely voluntary and is therefore unpaid. Any offer of a volunteer placement is not intended to create a legally binding contract between us and any agreement may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

WWT retains ownership of any data studies you carry out in this role, but wherever possible we will credit you for your work.

### How to Apply:

Please go to [www.wwt.org.uk/FOTS/volunteer](http://www.wwt.org.uk/FOTS/volunteer) to see details of this role and the application form.

Completed applications and a copy of your CV should be returned by email to [volunteer.hq@wwt.org.uk](mailto:volunteer.hq@wwt.org.uk) or posted to VDO, WWT Slimbridge, Slimbridge, Glos. GL2 7BT.

Please email [volunteer.hq@wwt.org.uk](mailto:volunteer.hq@wwt.org.uk) if you have any problems with completing the application form.

### Closing Date:

Please submit all completed application forms and CVs by **Monday 18<sup>th</sup> January 2016**. Successful applicants will be contacted to arrange interviews that will be held on the week commencing 1<sup>st</sup> February 2016.

**Date raised:** November 2015 SH/SD