

Volunteer and Projects Manager

Conservation Research Africa - Based in Malawi



Conservation Research Africa (CRA) is a charity in England and Wales that conducts and supports applied research to inform conservation and wildlife management in Africa. Based in Malawi, CRA has three flagship projects: **African Bat Conservation (ABC)**, **Carnivore Research Malawi (CRM)** and **The Urban Wildlife Project (UWP)**. Find out more about our work here:

www.conservationresearchafrica.org
www.africanbatconservation.org
www.carnivoreresearchmalawi.org

We are currently recruiting for a Volunteer and Projects Manager to assist us in managing and developing CRA projects including ABC, CRM and UWP. The position is primarily based at our research office in the capital city Lilongwe with some time spent at our research camps in Nyika and Kasungu National Parks.



Duties:

- Management of projects for field and urban research teams for CRM and ABC including:
- Development of project targets and milestones in collaboration with Dr Stone
- Ensuring and facilitating delivery of project milestones in collaboration with project teams
- Ensuring resource availability and allocation
- Liaison with project teams, management of team workloads, targets and HR
- Development of project management plans to track progress
- Management of equipment logistics, health and safety and staff protocols
- Maintaining budget and equipment records
- Volunteer recruitment, management and marketing
- Assisting in volunteer recruitment through new marketing channels
- Developing a project management strategy to ensure that the teams are engaged and coordinated
- Managing international volunteer bookings, queries and arrivals, updating the database



Requirements

Essential:

- Previous experience of successful project management preferably in small teams for a charity
- Ability to take own initiative and be self-motivated
- Excellent team-work skills and a mature attitude

- Highly organised
- Experience of team / people management
- Excellent written and oral communication skills, with the ability to deal with teams experiencing complex issues, including logistical and financial in a positive way
- Experience of working with the NGO sector
- Clean driving license
- Passion for conservation and wildlife
- Computer literacy: MS Office, including Access, Adobe Dreamweaver, Accounting software
- Positive mental attitude, resilient, ability to muck in and get on with it
- Hard work ethic, flexible and conscientious approach
- Be willing to be based in the field for a small part of the post (remote location in Vwaza Marsh Wildlife Reserve, and Nyika National Park)

Desirable

- Background/experience in project management in conservation, wildlife or related field
- Experience of managing volunteers and volunteer based projects
- Experience living and working in developing countries, preferably in Africa
- A good understanding of current concepts in African conservation as well as issues in environmental science, policy and management
- Proven track record of developing effective partnerships with private sector organisations

Contract conditions

Timing: This is an 8 month position commencing asap with a possibility of extension to 1 year.

Location: You will be based mainly in the capital city Lilongwe, with periods spent in our research camps in Nyika and Kasungu National parks. The staff house and research office in Lilongwe is within easy walking distance to the city. Accommodation is a shared 3 bedroom house with living area, kitchen, hot showers and flushing toilets. Your room may be shared with other staff and volunteers at certain times of year.

The research camps in Vwaza, Nyika and Kasungu NPs are fairly basic, consisting of canvas safari tents containing beds with access to flushing toilets and showers. You may be sharing your tent with other staff (dependent upon volunteer numbers at this time). There is limited internet signal in camp and



power for 4 hours per day. Find out

more about our camp locations and Nyika National Park here:

<http://www.africanbatconservation.org/nyika.html>



Costs: CRA will cover accommodation and all work related travel including airport transfers. CRA will also provide a modest stipend to cover food. You will be required to cover your own flights, visas, insurance, vaccinations and personal equipment (a laptop is a necessity).

Application process

To apply please send a completed application form and covering letter (outlining why you think you would be suitable for the post) from www.africanbatconservation.org/vacancies.html and a CV if you wish to Dr Emma Stone on emma@conservationresearchafrica.org.