

# Job description: WildHub Assistant Community Manager

## Job details:

**Salary:** £21,697 to £23,284 a year pro rata, dependent on experience

**Location:** Home based anywhere in the UK

**Hours:** Part time - 2 days a week, Monday and Wednesday

WildTeam has a full-time working week of 4 days, Monday to Thursday.

This position will be 50% of that time.

**Position Type:** Paid

**Contract Type:** Fixed-term 9-month contract (with 3-month probation period).

**Annual leave:** 30 days pro rata

## Application dates:

**Closing:** 11 p.m. Tuesday 3 May 2022

**Probable interview dates:** 9-10 May 2022

## WildTeam UK

WildTeam UK ([wildteam.org.uk](http://wildteam.org.uk)) is a registered UK charity. Our mission is to save wildlife globally by empowering organisations and individuals to carry out more effective conservation.

## Job description

WildTeam UK are seeking a conservationist to join our small and dynamic team in the position of *WildHub Assistant Community Manager*. The position will report to the *WildHub Community Manager*. The focus of the position will be to grow and maintain a global community of conservation professionals called WildHub ([wildhub.community](http://wildhub.community)). The job will include tasks such as: new member processing, content moderation, coordinating our regular WildHub activities and solving technical platform issues.

This position will suit someone with a graduate degree in a conservation-related subject and, ideally, someone with at least 1-2 years of conservation work experience. The responsibilities of the position, along with the experience and skills needed, are detailed in Table 1.

The most important qualities we look for in all our employees are a positive attitude, a "one team" approach, and a strong personal motivation for wildlife conservation. We also only select those that take responsibility for their work, can solve complex problems, have a fearless attitude, and are ready for a challenge. A full description of WildTeam values and attitudes are provided in Table 2.

**Table 1. Responsibilities, experience, and skills requirements.**

Responsibilities	Experience	Skills
<b>1. Network building</b>		
Engaging key audiences	<p>Experience building professional relationships within the conservation community (D)</p> <p>Experience coordinating projects or networks in conservation or other sectors (D)</p>	<p>Excellent people communication skills with professional, friendly, and helpful approach (E)</p> <p>Knowledge of the conservation sector (E)</p> <p>General online/digital/software skills (E)</p> <p>Social media communication skills (D)</p> <p>Public speaking and general presentation skills (D)</p> <p>Development, maintenance, and use of contact database on a software as a service (SaaS) platform (D)</p>
<b>2. Data protection</b>		
Conducting all digital marketing activities in line with relevant UK legislation and best practice	N/A	Familiarity with current and upcoming changes to UK data protection legislation and best practice relevant to digital marketing (D)

*Note: E = essential, and D = desirable.*

**Table 2. WildTeam values and attitudes.**

Values	Attitude/behaviour	Examples
Believing in people (the one team approach)	WildTeam love	Concerned primarily with achieving WildTeam vision
		Thinks of and/or positively participates in some activities to bind the team together
	Helping others	Seeks out people in other workstreams for collaboration; contributing individually and supporting others
		Helps and encourages people in other conservation organisations, and treats them as partners
	Respecting each other	Listens to and accurately captures others' expectations, ideas and concerns. Asks for clarification when unclear on something
		Uses professional, polite and respectful tone / words when interacting with all WildTeam staff and people outside WildTeam during the course of work
		Understands and values other staff / work streams / activities
	Trusting each another	Assumes others in WildTeam have good motivations / make decisions in the best interests of WildTeam / speak truthfully
		Supports final decisions irrespective of personal opinion or understanding of rationale
		Spends time to explain the rationale of the decision to other members of staff where any misunderstanding remains
Celebrating and encouraging diversity	Actively encourages and / or celebrates differences in thought, ways of doing things, appearances, and personal lifestyle choices	
Being grounded in reality	Looking for facts	Actively searches for key and relevant evidence to base decisions / suggestions / actions on
	Communicating clearly	Is clear, concise and thorough when giving directions / explanations and responding to questions
		Speaks the truth in a respectful / thoughtful way for the benefit of conservation
Acting fearlessly	Keeping a cool head	Keeps professional, positive, calm and level-headed, keeping focus on the best course of action for the team, even during times of difficulty
	Deciding efficiently	Makes clear, prompt, and well rationalised decisions which are in the best interest of WildTeam's vision, with appropriate levels of consultation
	Keeping on track	Sticks by group/individual decisions that are difficult / unpopular if in best interest of the team / conservation
	Innovating	Looks for and proposes or tries new ways to improve current practices or overcome difficulties when necessary

Values	Attitude/behaviour	Examples
	Being accountable	Takes responsibility for own words / actions / mistakes and their impact on others / organisation / own development
	Always learning	Actively looking for, using, sharing, and being appreciative of feedback
		Spends time to develop new skills or learn about new developments in conservation practises
Celebrating nature	Spending time in nature	Taking time out from office work to explore and enjoy the nature you are helping to save
	Sharing your love of nature with others	Telling others about your work or what you love about nature through WildTeam or other outlets
	Making work fun	Making work and team interactions as fun and friendly as possible

## How to apply

Please fill in this [application form](#). You will also be asked to upload your CV and a google account is required to do this. If you haven't already got an account, it is free to sign up. Applicants must have permission to work in the UK. No agencies please.

Shortlisted candidates will be contacted after the closing date. The first interview will last an hour and will be online. A second interview may be required, and referees will only be contacted once a conditional job offer has been made.