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## International CEPA Assistant Terms of Reference

The Wildfowl & Wetlands Trust (WWT) is a conservation charity that protects wetlands for wildlife and people. We conserve, restore and create wetlands. We are pioneers in saving wetland wildlife, both in the UK and around the world. At our ten UK sites around a million visitors a year engage with wetland nature. We work internationally in key global wetland areas, balancing conservation with sustainable livelihoods and influencing national and international conservation policies.

The International CEPA Assistant is a remote opportunity for wetland professionals to join WWT on a part-time basis for a period of six to nine months. During this contract period the Assistant will: support the International CEPA team to create content for our networks; identify underused CEPA resources within the networks and make them more accessible; support the coordination of our CEPA programme; and participate in a bespoke training programme to build your skills to catalyse greater CEPA impact in the future.

WWT's International CEPA team aspires to empower and enable a global community of highly skilled wetland CEPA practitioners. We work through two key networks: Wetland Link International (WLI), as support network run by WWT for those working at wetland education centres; and the World Wetland Network (WWN), a network of civil society groups linked to Ramsar. We are also currently developing a global wetland learning tool which will support wetland practitioners by providing an online learning environment to develop their skills and capacity to deliver wetland conservation on the ground. The team works closely with multilateral environmental agreements such as Ramsar, AEWA, Ramsar Regional Centre East Asia, and the EAAFP as well as internally with other WWT overseas work areas such as in Cambodia and Madagascar.

### Terms and Conditions

#### **Consultancy Opportunity**

**Start Date:** As soon as possible

**Duration of Contract:** Up to 9 months

**Remuneration: Remote (Global) Salary** £5,476 per annum

**Location:** Home-based, or within a WWT office; or a wetland conservation organisation in the East Atlantic or East Asian-Australasian flyways.

**Hours of Work:** Up to 16 hours per week

**Directorate:** Conservation

**Reporting to:** International Engagement Officer

**Main function of post:** Remotely assisting international Communications, Capacity Building, Education, Participation and Awareness (CEPA) through networks in WWT's key flyways or countries while building your own CEPA capacity. Up to two days a week for up to nine months.

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## Responsibilities of the post

1. To assist digital communications within the memberships of [Wetland Link International](#) (WLI) and the [World Wetland Network](#) (WWN), via website, social media, and other platforms.
2. To increase participation and engagement in WLI and WWN, globally, in your country, region, or flyway, through sharing information and helping identify members. As well as learning our existing systems, you will bring your perspective to engage the networks.
3. To help the members of WLI and WWN, and you, become more accomplished wetland conservationists by using the two networks' resources to the fullest.
4. To develop your knowledge and skills as a wetland conservationist, especially in CEPA.
5. Support the management of the WLI and WWN contacts lists.
6. Assist the International Engagement Team in planning, organising and reporting on meetings.
7. Work with other WWT teams where relevant to support delivery of their work, both in the UK and in focus countries and flyways. This may draw on your regional knowledge as well as CEPA skills.
8. Engaging with team partners, such as the East Asia-Australasia Flyway Partnership and African Eurasian migratory Waterbird Agreement, especially in CEPA projects.
9. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
10. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work. Working remotely with us, we want you to be safe and well as part of our team.
11. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role. Your role has been designed to minimise negative climate impacts while enabling you to integrate into the International CEPA team, from a distance.

12. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:**

**Amended:**

# Person Specification

## 1. Qualifications

### *Essential:*

- A good level of English, equivalent to CEFR B2 or IELTS 6.5.
- Comfortable using Microsoft Office, video conferencing platforms, and digital communications tools such as WordPress
- First degree in communications, biology, wildlife conservation, ecology or similar.

## 2. Experience

### *Essential:*

- Lived or worked in one of: the East Atlantic Flyway; the East Asian Australasian Flyway; Madagascar; Cambodia
- Work or volunteer in wetland-related Communication, Education, Participation, or Awareness raising
- Participation in wetlands CEPA such as working in, volunteering in, or visiting wetland visitor centres
- Working at distance with partners and colleagues across networks
- Contacting strangers to request their input to publications such as newsletters, participation in webinars or similar.

### *Desirable:*

- Participation in regional forums or online platforms relating to conservation

## 3. Managerial & Supervisory

### *Essential:*

- No direct line management is required in this role.

### *Desirable:*

- Working with volunteers and members of our networks

## 4. Responsibility

### *Essential:*

- Managing your own time to work with a team in a different time zone

- Identifying CEPA resources of interest in your country/region/flyway
- Planning to develop your wetlands career/impact
- Administering your own expenses and paperwork for payments

***Desirable:***

- Strengthening networks in your country/region/flyway
- Engaging with networks on CEPA or other conservation topics

***Levels of Responsibility:***

Type of Responsibility	Level (£s)
Budget Responsibility	0
Assets (required for job, exc. buildings)	£1000

## 5. Creative Ability

***Essential:***

- Comfortable creating content for websites or print
- Able to work across time zones and cultures
- Able to develop solutions for better working across networks

***Desirable:***

## 6. Contact

***Essential:***

- Working with colleagues or partners remotely
- Communicating effectively with the International Engagement Team and other WWT staff

***Desirable:***

- Approaching current and potential network members

## General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.