



Volunteer Role Description:

Volunteer Role:	Conservation Data and Programme Support Volunteer
Department:	Curatorial team, Conservation & Policy
Location:	In person at either of ZSL's main sites at Regent's Park and Whipsnade Zoo whilst undertaking induction and becoming familiar in the role. Thereafter it is possible to continue undertaking the role on site or in a hybrid arrangement.
ZSL Contact/ Supervisor:	Fiona Sach, IUCN SSC Extinct in the Wild Action Partnership Co-Chair and Zoo Conservation Impact Manager
Purpose of role/ project:	The IUCN SSC Extinct in the Wild Action Partnership (EWAP), chaired and hosted by ZSL, is looking for a volunteer to support the management and organisation of conservation data. This role is ideal for someone who enjoys working with data, has excellent attention to detail, and would like to contribute to global species recovery efforts.
Commitment of role:	Approximately half a day to one day per week (or fortnight), depending on availability, Monday to Friday only. 3 month minimum commitment is ideal.
Eligibility to apply to this role:	- You need to have the right permissions to volunteer to apply for this role. ZSL does not sponsor individuals requiring a visa to be in the UK. Some visas allow someone to volunteer, but others don't. If you are subject to visa requirements, you should ask UK Visas and Immigration if your visa allows you to volunteer. - Volunteers must be aged over 18 years to undertake this role.
Main tasks volunteer will be asked to undertake:	- Entering and maintaining data in spreadsheets and databases. - Processing and organising information relating to Extinct in the Wild species and their conservation programmes. These are the very most Endangered species in the world. - Carrying out data quality checks and identifying inconsistencies. - Supporting the compilation, organisation and maintenance of information used in the programme. - Literature searches on Extinct in the Wild species - finding and cataloguing published papers, reports and grey literature.
Anticipated skills and experience that the volunteer will bring:	- Has excellent attention to detail and enjoys working accurately with data. - Is confident using Microsoft Excel and other Microsoft Office applications. - Is organised and able to work independently. - Has good written communication skills. - Has an interest in biodiversity conservation or wildlife recovery (desirable but not essential). - Ability to demonstrate ZSL's values – inspiring, innovative, impactful, collaborative, ethical, inclusive.



Skills and experience volunteer will gain:	• Opportunity to contribute to a global conservation initiative working to support the recovery of species that survive only under human care. • Experience in conservation data management and volunteering alongside an international network of conservation professionals.
Relevant training may include:	• ZSL site induction.
Support and resources provided:	• Centralised ZSL Volunteer Management Team for general enquiries, support and problem-solving. • Named ZSL contact/supervisors to provide support and guidance in this role: Fiona Sach. • Volunteer ID pass. • Regular Staff and Volunteer e-newsletter. • Access to all relevant role-related equipment, including ZSL laptop and on-site desk space. • Relevant IT access. • Access to Departmental and Volunteer Mess Rooms on site with complimentary tea and coffee. • Access to discounted Staff and Volunteer catering options. • Opportunities to attend optional ZSL volunteer recognition and thank you activities. • Discounts on ZSL products, experiences, and activities. • Travel expenses to and from ZSL sites will be reimbursed up to £15 a day on volunteering and training days.
Workplace Conditions:	• Computer based-role available to be undertaken on one of ZSL sites and/or hybrid.