

Terms of Reference
IUCN SSC Amphibian Specialist Group Regional and Membership Program Officer

Position summary

To support the goals and activities of the IUCN SSC Amphibian Specialist Group (ASG), in particular, help organize the membership and facilitate collaborations between and among regional leaders, in this way improving the network's connections and ultimately amplifying global amphibian conservation action.

Key activities and deliverables

1. Member of the core team in the ASG Secretariat, managing internal communications and collaborations of the specialist group;
2. Develop a plan to help increase collaborations between regional leaders of the ASG, and lead its implementation after its development;
3. Proactively identify areas of common interest and overlap between global and regional priorities, with prospective areas of collaboration including ACAP, GAA2, Task Force plans, etc. (position to work in tandem with respective leads in each product);
4. Liaise with regional leaders to promote funding opportunities (e. g. the SSC EDGE Internal Grants);
5. Maintain communication with the regional leaders of the ASG and support internal communications with the broader membership;
6. Help prepare communication documents about regional developments and synergies and share with the SSC Liaison;
7. Act as Lead Contact for the ASG Secretariat with regional groups;
8. Proactively manage membership, including: supporting the ASG membership reconstitution process at the end of the current IUCN period; helping to bring in new members; organizing spreadsheets for each region and thematic working groups; organising spreadsheets listing ASG members who have volunteered their skills, e. g. the Grant Writing Mentorship program, fundraising, translation, etc.
9. Help develop the SSC DATA Report at the end of every year;
10. When time zones allow attend regular ASG Secretariat meetings (approximately monthly), attend *ad hoc* meetings with Chair and Deputy Chair;
11. Other tasks as needed in discussion with the ASG Chair and Deputy Chair.

Time commitment

To be discussed. Tasks can be adjusted based on availability.

Location

Remote.

Requirements

Proficient English written and verbal communication skills. Other language skills an asset. Developed organizational and interpersonal skills.

Good internet access and knowledge of Microsoft Office and Google products.

Duration

This volunteer position will run from the date of signature to the end of the current IUCN period (2021-2025).

Confidentiality

The ASG Regional and Membership Program Officer agrees to maintain confidential all matters discussed in the context of the ASG Secretariat.

If interested please send an email to asg@amphibians.org with “Regional and Membership Officer” in the subject line. Please include the name and contact details of one referee. We will be taking applications until **18 November 2022**.

While ASG appreciates the efforts of all those who apply for this position, please note that only those selected for an interview will be contacted.