



2021 Terms of Reference of the Volunteer positions within Youth Engaged in Wetlands

June 2021 Call for interest

Are you between **18-35 years old** and **passionate about protecting your country and the world's wetlands**? We are looking for enthusiastic and motivated young people that are keen to put their skills in practice to help us build up the Youth Engaged in Wetlands initiative and network!

We are looking for volunteers to join the Youth Engaged in Wetlands Core-team and to fill the following roles:

- Europe Regional Representative (1)
- Oceania Regional Representative (1)
- Asia Regional Representative (1)
- Americas Regional Representative (1)
- Conservation Policy Officer (1)
- Finance and Fundraising Lead (1)
- Knowledge and Capacity Building Officer (1)

You can learn more about the positions and expected responsibilities below.

If any of these roles appeal to you, please apply by filling out the following Google Form by the **25th of June at 8PM (Pacific time, UTC-7):**

https://docs.google.com/forms/d/e/1FAIpQLSfrXEqaah_Ys4m7s21QCp1U0eNZEUF41tnITSBOTkrYn7eKaQ/viewform?usp=sf_link

About YEW

Youth Engaged in Wetlands (YEW) is an international volunteer youth network created in 2018.

Our mission is to **provide a platform for youth to enable and empower them to help protect wetlands all around the world.**

Our vision is to be identified as the leading youth network for wetlands and is recognized as a key stakeholder for the Ramsar Convention through meaningful engagement in the processes of the Convention, ensuring intergenerational cooperation.

For this to happen, YEW has 4 key objectives for its [2019-2024 Strategy](#):



1. **Implementation and coordination:** To ensure ongoing and efficient facilitation and implementation, management and coordination of the objectives of YEW.



2. **Knowledge and capacity building platform:** To establish a platform to increase understanding of the challenges and opportunities for youth engagement in the Ramsar Convention and conservation of wetlands.



3. **Participation in decision making and Intergenerational cooperation:** To ensure the participation of youth in decision-making and intergenerational cooperation for better representation of youth at different dimensions of the Ramsar Convention.



4. **Communication, outreach and networking:** To build networks with/for youth and youth organizations to communicate the passion for wetlands and amplify the mission of the Ramsar Convention and create greater ownership of the mission among young people.

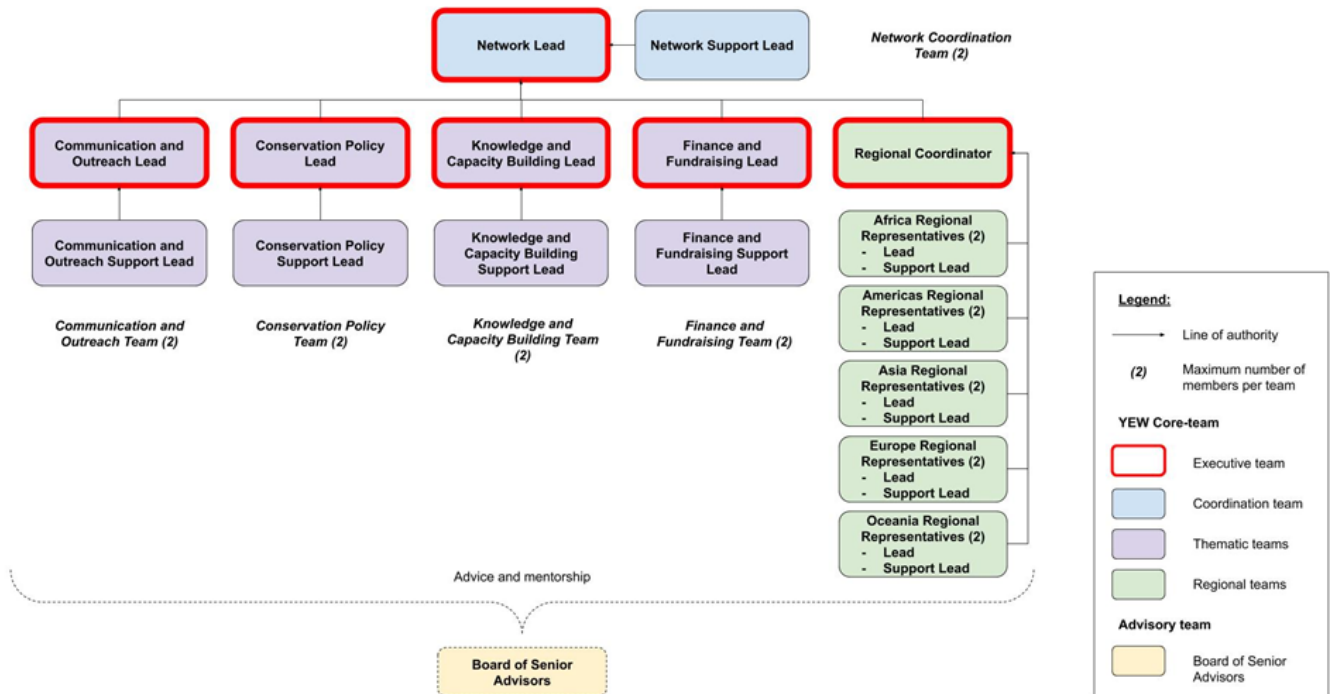
YEW Values:

We believe a team that works for wetlands around the world should be as diverse as wetlands! We want to include people with different abilities, backgrounds, and stories and believe in diversity of race, gender, sexual orientation, religion, indigenous identity, ethnicity and all the other fascinating characteristics that make us different. Individuals who identify as part of minority groups in certain countries and contexts or an intersection or combination of identities are encouraged to apply to these positions and if comfortable identify themselves in their application. We strive to make our working environment more inclusive, and are taking action towards it.

Unfortunately at this time, due to our limited capacity, we are looking for individuals who have a working knowledge of English. As we learn how to manage a more language-diverse team, we will provide opportunities to qualified individuals who don't speak English in the future.

YEW Structure

YEW has established an organizational structure to carry out the functions of the core-team and achieve the team's goals (see YEW Scoping Document 2019-2024).



Being a volunteer with YEW

Conditions relevant for all positions

[According to YEW Constitution and By-Laws](#)

Expectations:

As a volunteer network, YEW aims to support its volunteers also in their career development! YEW does not expect its volunteers to come equipped with all of the following skills described in each role description since the beginning of joining YEW, but the person should be willing to learn any of these skills, to receive constructive feedback from team members and be able to adapt to the position as the network develops through time. YEW remains a professional volunteer network and is **an opportunity to apply the skills that one is learning, developing or perfecting in a friendly environment**. YEW also strives to find relevant training opportunities for its volunteers and members, as a benefit to joining YEW and to amplify their impact within YEW and beyond.

The Core Team members work on a **volunteer basis**, meaning that the positions are **unpaid**. Occasionally, for activities beyond the usual functions of the core-team members, based on specific projects and availability of funds, Core-Team members may be granted compensation.

Time commitment:

The duration of each position is **2 years** and can be renewed based on mutual agreement. Members can decide to resign at any time.

The expected time commitment for these positions are on average **5 hours a week / 20 hours a month**. This time commitment may vary between weeks or months depending on the type of projects or activities that YEW is leading. As volunteers, we also understand that other priorities will come first and we remain flexible and understanding with regards to the amount of time spent on YEW activities, while also asking members to inform other team members of their availability so that YEW activities can proceed smoothly. Open communication is key for YEW to work effectively.

Languages:

YEW is working to be more inclusive with regards to language. While many of us speak more than one language, for practical reasons, our working language is commonly English. While we do not ask that volunteers are fluent in English, we do expect them to have a working level.

Role description

Knowledge and capacity building officer

Knowledge and capacity building officer will work closely with the Knowledge and Capacity building lead.

Key roles

- Assist and work with the Knowledge and Capacity Building lead to develop innovative education and awareness activities for raising voices of Wetlands around the globe and for capacity building of youth.
- Assist or lead wetland related research in creating outreach materials.
- Communicate regularly with YEW members with updates and information on ongoing and upcoming activities.
- Take an active role in sharing wetland related surveys and reports among Ramsar CEPA members, organizations and work closely with regional representatives while doing so.
- Assist or lead in collecting case studies for highlighting in the website or for the purpose of report.
- Support the KCB lead in the development of a series of virtual events, workshops, discussion, networking events or dialogues for the YEW members and guests related to the work of the Knowledge and Capacity Building Team especially the YEW Survey Report results
- Organise the KCB's virtual events, workshops, discussion or dialogues in accordance with the KCB Lead

Profile:

A young wetland conservationist with knowledge on wetland science and interest in education, awareness and outreach; experience and interest in organising online events using a diversity of online tools; creative and energetic.

Finance & Fundraising Lead

The Financial & Fundraising Lead acts as the Treasurer of YEW and is responsible, together with the oversight of the YEW Coordinator, for providing a yearly report of the network's financial activities, providing oversight of other agreements that involve the payment or receipt of funds and organising auditing if necessary. In charge of managing the financial aspects of the network, maintaining detailed record of the budgets, exploring with the Network leader funding opportunities and draft proposals/grant to seek financial support. The Financial & Fundraising Lead is part of the Executive Council of YEW.

Key roles:

- ☐ Work with the board of advisors and core-team members on the development of Strategic Planning, Financial Planning and Analysis
- ☐ Work with YEW Coordinator to establish and prioritise key funding needs of YEW for a given year and over longer periods of time and develop the yearly budget ; explore diverse funding opportunities to cover priority funding needs
- ☐ Maintain detailed record of the donations and funds that support the Network, the expenses incurred by the Network and yearly financial report for the network
- ☐ Identify opportunities for funding and write grant and funding applications with the help of YEW Coordinator
- ☐ Lead the reporting to funders with the help of YEW Coordinator
- ☐ Identify Fundraising training workshops/courses for the team and participate in the course with others/ provide training for others

Profile: Wetland enthusiast with strong understanding of finance and accounting, experience on budget management, finances and grant writing desirable.

Conservation Policy Officer

The Conservation Policy Officer will provide support to the Conservation Policy Lead, and develop a working knowledge of international conservation policy as it applies to wetlands. This will include conducting research tasks for the development of YEW's work on policy issues (e.g. assembling sets of documents, systematically comparing the content of different resolutions), taking notes on relevant international conferences and meetings, and providing some content to input in the preparation of YEW's materials. This will also include ad-hoc support of the Conservation Policy lead as needed, as well as the opportunity to identify policy-relevant tasks and projects that the Conservation Policy Officer can create when appropriate.

Key roles:

- ② Provide support to the drafting of the Conservation Policy yearly plan, including developing proposed actions, projects of content, with the support of the Conservation Policy Lead.
- ② Provide support, data entry, and some analysis for research of relevant Ramsar resolutions, and other international and national wetland policy documents, under the yearly plan.
- ② Develop a working knowledge of current international activities, discourses and policy discussions related to wetland conservation.
- ② Identify relevant organisations, projects and research, on an ad-hoc basis, and if possible, provide proposals for engaging with these to the Conservation Policy Lead.
- ② Draft content for relevant conservation policy documents, and help proofread and edit.
- ② Take notes on the proceedings of relevant international fora for the preparation of relevant reports.

Profile:

Ideally a legal or international relations student with a strong interest in wetland conservation, or a science student studying some aspect of wetlands with a demonstrated interest in applying their work to policy

Regional representatives

- ☐ Europe
- ☐ Oceania
- ☐ Americas (Latin America, the Caribbean, North America)
- ☐ Asia

NOTE: Applicants for each region must either live or be from that region and have strong connections to the region - in your application, please explain what is your connection to the selected region.

In addition to the roles identified above, 5 members will be identified to be the key liaison for the 5 regions of the Ramsar Convention namely: Asia, Africa, Americas (including North and Latin America and Caribbean), Europe and Oceania. The Regional Representatives are the connection between local and national youth groups across the different regions and YEW and organise virtual events with youth groups and other organisations across their region. The Regional Representatives will represent the youth group in different meetings leading up to the COP to raise the profile of the group upon approval of the YEW Coordinator. Regional representatives may support the different YEW teams in their work in terms of reaching out to people in their respective region according to the need.

Key roles:

- ☐ Identify and connect youth groups in their region to build relationships between YEW and youth groups or individuals that wish to join the network, keeping an updated centralised list of these youth groups available for contact
- ☐ Organise virtual events, workshops, discussions or dialogues with youth groups and/or initiatives across different locations based on interest in consultation with the Coordinator and Associate Coordinator
- ☐ Support the work of the other teams in terms of consulting with members or individuals in their region, disseminating information, contacting government or NGO representatives in their region for specific projects
- ☐ Connect with Ramsar CEPA Focal Points in their region and build relationships with them in consultation with the Coordinator and Associate Coordinator
- ☐ Support the implementation of the YEW Work Plan and the Membership Plan (once established) in their respective region by developing ideas and work plans in consultation with the Coordinator, Associate Coordinator and Regional Coordinator

- ☐ Attend the pre-COP meetings or other relevant meetings happening in each region (dependent on funding) upon approval of the core-team
- ☐ Represent YEW in different events and make presentations upon approval of the core-team

Profile: Diplomatic communication and strong interpersonal and communication skills ; comfortable and always respectful engaging with people from different cultures; experience and/or interest in organising online events using a diversity of online tools; creative and energetic ; proactive and self-starter ; any language in addition to English is a plus (especially for Europe: French, Spanish, Portuguese; For Africa: French, Arabic; For Asia: Mandarin; For the Americas: Spanish, Portuguese).