

May 2024

VOLUNTEER FOR ONET

Volunteer #ForNature. Join a small and motivated group, with first-hand insights into IPBES, making an impact for biodiversity and a better future.

Right now, we are looking for several new facilitation team members to

- [manage the newsletter](#).
- [manage a social media account](#).
- [co-manage our website](#).

Our roles are available remotely, worldwide. We welcome beginners and experts.

BACKGROUND

Since 2015, IPBES stakeholder networks have been welcoming researchers, practitioners, citizens, NGO's, businesses, communities, and many others to participate in the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services.

Today, ONet helps a growing membership access IPBES outputs and — vice versa — contribute insights to the platform. We also promote professional and learning opportunities for our members, host specialist groups, and facilitate exchange: through our virtual events, at IPBES Stakeholder Days, and at IPBES plenary sessions.

We enjoy high-level support: the IPBES Executive Secretary [has recently written](#) about "the vital role of IPBES stakeholders in achieving global nature targets" and the new IPBES Chair [considers stakeholders](#) "critically important for IPBES."

ONet members built that success. Do you want to ensure ONet's future and shape our community? Now is a great time to join the [ONet facilitation team](#) of volunteers.*

OPEN ROLES ON THE ONET FACILITATION TEAM, WORLDWIDE

ROLE 1: MANAGING THE NEWSLETTER

YOUR IMPACT

Our newsletter is the main way we inform ONet members: it covers the latest developments at IPBES, at ONet, and in the wider community. The newsletter is key for our diverse and

global membership to effectively engage with us and IPBES. It is performing well and we are keen to build on that.

YOUR TASKS

- To collect information for each newsletter.
- To design and manage a monthly newsletter. You will be working with a professional and user-friendly newsletter application.
- To actively participate in the facilitation team's monthly online meetings.

WHAT WE ARE LOOKING FOR AND THE TIME REQUIRED

- Good English writing skills. Reliability and attention to detail. Intercultural awareness.
- Willingness to learn how to design and manage our newsletter. We do not require prior experience, although we appreciate it.
- You need stable internet access. A laptop or desktop computer is essential.

We ask you to contribute **about 5 hours a month**: a few minutes each week to collect the content for a newsletter, one hour a month for our meeting, and a few hours each month to prepare a newsletter. This role is remote and the time is flexible within the described timeframe, except for the monthly meeting at a mutually agreed time.

ROLE 2: MANAGING A SOCIAL MEDIA ACCOUNT

YOUR IMPACT

Social media is increasingly important for recruiting new ONet members. Compared to NGOs of our size, we have a decent following on X and Facebook, and we are keen to revive and liven up those accounts. We will shortly begin work on a social media strategy, in collaboration with professionals at IPBES: an opportunity to add your personal touch.

YOUR TASKS

- To manage one of our social media accounts and represent ONet in public.
- To collaborate with other social media managers: we are currently developing our social media strategy.
- To actively participate in the facilitation team's monthly online meetings.

WHAT WE ARE LOOKING FOR AND THE TIME REQUIRED

- Creativity. Reliability and attention to detail. Communication skills for interacting with followers worldwide: ONet works in English and we appreciate any additional language skills.

- Willingness to learn about your assigned social platform: its functions, its community, and how to design a successful post. We do not expect prior experience in managing an organizational account, although we appreciate it.
- You need stable internet access and a suitable device.

We ask you to contribute **6-8 hours a month**: to publish and interact with followers 2-3 times a week, and to join the facilitation team's meeting for one hour each month. This is the minimum time required to maintain one of our accounts: if you can dedicate more time for growing an account, that is a plus. This role is remote and the time is flexible within the described timeframe, except for the monthly meeting at a mutually agreed time.

ROLE 3: CO-MANAGING THE WEBSITE

YOUR IMPACT

Our website is ONet's online calling card and vital to our global community: some of our members meet in person, e.g., at IPBES plenary sessions, but ONet mostly works virtually. Therefore, we carefully maintain and update our content. In collaboration with IT experts at IPBES, we are currently overhauling the website's design and functions: you will be joining the team at a crucial time.

YOUR TASKS

- To edit the website: you will mainly collect, write up, and lay out content. You will be working with a web content management system.
- To collaborate with team members who also manage and/or develop the website.
- To actively participate in the facilitation team's monthly online meetings.

WHAT WE ARE LOOKING FOR AND THE TIME REQUIRED

- Good English writing skills. Reliability and attention to detail. Intercultural awareness. Ideally, a sense for aesthetics.
- Willingness to learn how to edit a Drupal website: you do not need to be able to programme, but you will be working with advanced software. We do not expect prior experience with a content management system, although we appreciate it.
- You need stable internet access. A laptop or desktop computer is essential.

We ask you to contribute **at least 6 hours a month**: to add or update content at least once a week, and to join the facilitation team's meeting for one hour each month. This role is remote and the time is flexible within the described timeframe, except for the monthly meeting at a mutually agreed time.

HOW TO APPLY

To apply, please email ONet at onet.ipbes@gmail.com

- please clearly state which role or roles you are interested in.
- please describe how you can contribute to the facilitation team.
- please attach your CV.

We review applications on a rolling basis, as they come in. All applications are reviewed by the facilitation team. New members are selected by agreement among current team members. We expect members of the facilitation team to either be ONet members or to become ONet members (joining is free of charge). We may recruit one or more new people for each role. If you have any further questions, please email Ms Laure Denos at onet.ipbes@gmail.com.

We are much looking forward to your application!

SPREAD THE MESSAGE

You don't have time, but you know someone who has the time and the skills? Or is your organisation keen to support stakeholder engagement with IPBES? Please share this document or the link: onet.ipbes.net/volunteering2024. We much appreciate your support.

*This is a volunteer opportunity: while members of the facilitation team consider their role rewarding, they are not financially compensated. This is similar to IPBES experts, none of whom are paid for their contributions. Like any ONet member, members of the facilitation team agree to follow the [ONet terms of reference](#) (as of 2018) and the [ONet social media terms of engagement](#) (as of 2019).