

PROJECT DEVELOPMENT

inc. Database Management

Background/Overview

All members of the co-ordinator team support each other in running the volunteer programme; making sure our volunteers have a grounded experience is paramount. This includes thorough training and induction as to our methods, ethos and goals, and the provision of a platform and inspiration to follow their own individual contribution.

Additionally, each co-ordinator will have their own area of specific responsibility.

Key Areas of Work

The Project Development Co-ordinator is responsible for generating income for the different projects/experiences that we offer.

Currently there are 4 programmes/databases that need to be maintained and grown;

- Volunteer Programme – *Programme & Database*
- Eco Tourism – *Programme & Database*
- AkuBAku – *Database (Site launched in Autumn 2018)*
- Earth Ambassadors – *Database (Site launched in Autumn 2018)*

Volunteer Programme

This is our bread and butter, providing a low-cost programme for young people from around the world to 'give back' whilst creating a framework for our funded programmes.

These need to be constantly monitored, reviewed and updated and weekly progress reports are required.

Faculty Contact List

Animal Related	Tourism Related	Education Related	Creative Related	IT Related
Animal Management	Tourism	Education	Graphic design	IT
Zoology		MBA	Film making	
Marine Science			Animation	
Conservation			Photography	
Environment				

University Portals

- Volunteer Portals
- Work Experience Portals
- Internship Opportunities Portals

Eco Tourism

Current focus: Long weekend with price points between £600 to £1,200, focussed on;

- Trekking
- Whale Watching
- Photography/ Film Making

Routes to market: We promote to the following groups of people;

- Clubs & Societies - Student get BIG discounts, £100pw
- On-line portals - We need to target Top 10 portals for each activity;
 - Trekking
 - Whale Watching
 - Film & Photography
- Group Leaders - AGTO?
- Singles Clubs – ie. Meet Up

Databases

The Project Development Coordinator must ensure that the on-site co-ordinator has sufficient knowledge to allocate volunteers to contribute to both of the following databases:

AKUBAKU

Database of activity providers in the volunteer’s home town, region or country: Contact details required on an excel spreadsheet: Name of Organisation; Short description of Activity- 50 words maximum; Web Address; Main Contact; Contact Email; Contact Telephone Number

This site will launch Autumn 2018.

Earth Ambassadors

This site will recognise good people around the world working within their communities for the common good. Be it nature and animals, the environment or the disadvantaged. In addition to recognition the site will provide a platform for attracting volunteers, securing expertise, acquiring resources and for funding.

Required information:

Logo	Name of the organisation	Contact name	Website	Email	Telephone	About/Why?
	Or person if not an organisation	Preferably an actual persons name, not info@ etc.		Preferably an actual person, not info@ etc.		Brief – 20 words