

**ABWAK COUNCIL RECRUITMENT – General Council Member Roles (Including Merchandise Responsibilities)**

Are you passionate about animal welfare and looking for an exciting opportunity to make a difference? ABWAK is seeking dedicated a new **Council Member** to join our team, including a specific role with additional responsibility for managing merchandise.

**What to Know Before You Apply:**

This is a **voluntary position**, and all ABWAK Council Members contribute their time and expertise without financial remuneration.

**Requirements:**

1. **Council Meetings:**
	* You must attend at least 2 of our 4 annual Council meetings, held in different locations (one coinciding with the AGM at the annual Symposium).
	* Meetings take place in March, June, September, and November.
2. **Commitment:**
	* Dedicate time to activities that help achieve ABWAK's objectives throughout the year.
	* Responsibilities may include email activity, social media, promoting ABWAK in your zoo or at industry events, sourcing/writing articles, and supporting workshop administration.
	* On average, this will require 1–2 hours of your time per week.
3. **Membership:**
	* You must be a Professional Member of ABWAK already. (membership fees will be waived during your service on the Council).
4. **Service Commitment:**
	* Serve a 3-year term as an elected Council Member.
5. **Professional Conduct:**
	* Uphold ABWAK's Constitution and Byelaws (available on the website) and maintain professional behaviour in all communications.

**Additional Responsibilities for Merchandise Management:**

If you take on the merchandise management role, your responsibilities will include:

* **Stock Management:**
	+ Manage and audit stock of publications and merchandise.
	+ Oversee the purchase of additional stock and new items (approved by Council).
* **Publications and Budgeting:**
	+ Assist with or coordinate the creation of new publications when agreed.
	+ Budget and report on merchandise activities, including recommending stock purchases and retail prices (conducting market research if needed).
* **Communication and Orders:**
	+ Handle enquiries and orders promptly, liaise with suppliers, and communicate with the website administrator to ensure updates.
	+ Administer the website to manage online orders.
* **Representation:**
	+ Attend Council meetings and the annual Symposium to sell merchandise.
* **Essential Requirement:**
	+ You must have a suitable place to store stock with easy access to post out orders.

**Desirable Attributes:**

1. Support from your employer (financial or time allowance) is advantageous but not essential.
2. A strong understanding of the UK zoo industry and related organizations.
3. A useful network of contacts and colleagues in the industry.

**Skills We’re Looking For:**

We are especially eager to recruit individuals with expertise in:

* Event organizing, administration, and communication skills.
* Public speaking, presentation skills, and teaching.
* IT skills, including website editing, development, and online event hosting.
* Marketing, online publication, and creativity skills.
* Media skills, such as recording and producing online video.
* Managing sales and shipping.

**Financial Support:**

To minimize barriers to participation:

* ABWAK will reimburse minor expenses for attending Council meetings:
	+ **Accommodation:** Up to £80 per night (3 nights per year, including 2 nights for the Symposium weekend and 1 for the 2-day strategy meeting).
	+ **Meals:** Lunch and refreshments will be provided during Council meetings.
* Workshop organizers may claim:
	+ Up to £80 for 1-night accommodation.
	+ Up to £100 toward travel costs.

**Application Process:**

For more details, please refer to the Council Roles attachment on our website, which outlines specific roles and responsibilities. Many roles are flexible and may have unallocated tasks that could benefit from your unique skills.

📬 **To apply, fill in the below application form and email to info@abwak.org**

📌 **Applications will be reviewed after the 2025 ABWAK Symposium, and we will contact candidates following these discussions. In November interviews will take place with the option of in person or online in November 2025.**

This is a fantastic opportunity to collaborate with like-minded individuals, support the zoo industry, and develop your professional skills!

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| Your Name: |  | ABWAK membership number: |  |
| Contact email: |  |
| How long have you been an ABWAK member? |  | Are you able to commit to attending at least two council meetings per year? |  |
| Job title and place of work: |  |
| Do you have institutional support? (Please explain what form this will take) |
| What skills do you feel you could bring to the council? (Please refer to job description and tell us about any relevant experience.) |
| Why do you think you will be good at the merchandise job role?  |
| Why do you want to join ABWAK council? |
| Name & email of at least 1 person who can act as a reference for you: |  |
| Please add any additional information you think relevant to support your application below. |