



## **JOB DESCRIPTION FOR THE POSITION OF CONSERVATION OUTREACH COORDINATOR**

### **ACRONYMS**

CCE – Community Conservation Educator  
CEM – Conservation Education Manager  
CEP – Conservation Education Programme  
COC – Conservation Outreach Coordinator  
CPM – Conservation Programme Manager  
CWET – Chipembele Wildlife Education Trust  
M and E – Monitoring and Evaluation  
MEUP – Mobile Education Unit Programme  
NGO – Non-Governmental Organisation

### **PROFILE - Chipembele Wildlife Education Trust**

Chipembele Wildlife Education Trust (CWET) is a dynamic, contemporary conservation education non-governmental organisation (NGO) that operates in and around the area of Mfuwe in Eastern Province. Mfuwe is a rapidly growing rural settlement close to the main entrance of South Luangwa National Park in Zambia. The primary aim of the organisation is to educate local children and communities about wildlife, the environment and conservation. The organisation is small but high impact and has been the recipient of a number of international awards.

### **JOB OVERVIEW**

The position of Conservation Outreach Coordinator (COC) is a key role within Chipembele's Conservation Education Programme (CEP). It is primarily one of Deputy to the Conservation Education Manager; supervision of a team of 4 Community Conservation Educators; the facilitation of the Mobile Education Unit Programme (MEUP); the administration of the Monitoring and Evaluation Programme; general support of Special Programmes in the CEP.

### **ROLE DESCRIPTION**

#### **A. Deputy to the Conservation Education Manager (CEM)**

##### **The COC will:**

1. Assist and support the CEM in the planning and coordination of the CEP in schools and the broader community
2. Deputise for the CEM in his/her absence, including periods of annual leave, sick leave or any duties that take him/her away from the workplace for extended periods of time

#### **B. Supervision and Training of Community Conservation Educators**

##### **The COC will:**

1. Be the line supervisor for the CCEs
2. Ensure the CCEs comply with Chipembele policies and job requirements, and offer advice and correction whenever necessary

3. Liaise with the CEM over the training needs and progress of the CCEs, and report any issues or problems
4. Assist the CEM in the training and capacity building of the CCEs on an ongoing basis in the preparation and presentation of lessons, facilitation of activities, report writing, monitoring and evaluation techniques and other skills appropriate to their roles
5. Assist and guide the CCEs in improving their general wildlife and conservation knowledge

### **C. Mobile Education Unit**

#### **The COC will:**

1. Be responsible for the safe and effective running of the MEUP with the assistance and guidance of the CEM
2. Supervise the staff (CCEs and Logistics/Vehicle Supervisor) and any other approved passengers in the Mobile Education Unit (MEU); safeguard their welfare at all times; ensure diligent work according to the agreed programme.
3. Ensure the MEUP is carried out in an environmentally responsible way, including disposal of litter and waste, toilet and bathing arrangements, adherence to rules and regulations of the Department of Forestry, Department of National Parks and Wildlife, Department of Fisheries, etc.
4. Plan timetables for the MEUP in local communities
5. Supervise the Logistics/Vehicle Supervisor in the timely ordering and purchase of supplies and the keeping of detailed inventories for the equipment in the MEUP
6. Ensure that the programme vehicle and equipment maintenance and repairs are always carried out by the responsible person
7. Together with CCEs, facilitate lessons, workshops, discussion groups, etc. within local and remote communities on topics of conservation, wildlife, the natural environment and sustainable livelihoods
8. Be responsible for ensuring data collection, monitoring and the compilation of reports for the MEUP

### **D. Monitoring and Evaluation**

#### **The COC will:**

1. Devise appropriate monitoring tools for their implementation by staff across all conservation education programmes
2. Monitor the CCEs in their facilitation of the monitoring tools
3. Carry out analysis and evaluation of all the monitoring reports of the CEP and other CWET programmes according to the organisation's Monitoring and Evaluation Policy document
4. Recommend changes for implementation in the CEP as a result of the evaluation results
5. Compile a comprehensive M and E report at the end of each year
6. Review and update the M and E Policy each year

### **E. Support of Special Programmes**

#### **The COC will:**

1. Participate in the student Nature Nights Programme with the CEM and CCEs during school holidays
2. Support school Conservation Club activities when necessary.
3. Assist with the planning and logistics of the annual Environmental Campaign
4. Assist with the planning and logistics of the annual 'Chikondweleri' student conservation celebration event
5. Assist the CEM in leading school Conservation/Chongololo Clubs on educational field trips into South Luangwa National Park

6. Facilitate the 'Skill-Up!' student skill training sessions where needed, including participation in school holiday workshops

## **F. General administration and other duties**

### **The COC will:**

1. Keep full and accurate accounts and records of all activities and financial transactions for the above programmes and activities
2. Assist the CPM/CEM in the regular updating of social media postings
3. Submit monthly reports (or at other times as directed) to the CPM/CEM
4. Carry out any other administrative duties as requested by the CPM, CEM or Executive Director that are within the scope of his/her ability and relevant to the CEP

## **JOB CRITERIA**

### **Qualifications**

- A tertiary qualification relevant to science or conservation related fields is essential
- A post-graduate qualification in a relevant subject is highly desirable
- A teaching qualification or any other qualifications relevant to the job description would be a distinct advantage

### **Essential Skills**

- Experience working in either the conservation or development sector in rural Zambia
- Experience in Monitoring and Evaluating techniques (relevant qualifications are a distinct advantage)
- Current valid driver's license. Experience of driving 4-wheel drive vehicles and driving off road in difficult terrain would be an advantage
- Fluent English (oral and written) and fluent Chinyanja
- Strong communication skills, particularly report writing
- Excellent administrative and organisational skills
- Experience of teaching, facilitating and curriculum development
- Experience in project and staff management
- Knowledge of and interest in African wildlife and conservation issues

### **Other Skills/Experience/Aptitudes that are sought**

- Experience of working within rural Zambian communities, preferably for an NGO
- Excellent interpersonal skills
- Experience of youth camps and outdoor youth activities
- Experience of and aptitude towards camping outdoors in tents
- Flexibility and willingness to work beyond office hours when necessary
- Innovation and creativity to improve aspects of the programme
- Experience in financial record keeping

### **How to apply**

Interested applicants should address the Job Criteria above. Applications are invited only if ALL of the QUALIFICATIONS and ESSENTIAL SKILLS are fulfilled. Please submit the following information to Anna Tolan (Executive Director) via email, [info@chipembele.org](mailto:info@chipembele.org)

1. A covering letter stipulating why you are an ideal candidate and what you would bring to the organisation
2. A current curriculum vitae

3. Names and e-mail addresses of 3 professional referees who are familiar with your qualifications and work experience and with whom you have worked under during the last 5 years

**The deadline for applications is 26<sup>th</sup> August 2020.**

**Equal Employment Opportunity Statement**

*Chipembele Wildlife Education Trust is an equal opportunity employer and does not discriminate on the basis of race, colour, creed, national or ethnic origin, gender, religion, disability or age in its employment policies, operations and programmes. Chipembele Wildlife Education Trust complies with all Zambian Employment and Equal Opportunity laws.*