



POSITION DESCRIPTION

Conservation & Community Development Coordinator

Global Programs - India

The *Conservation & Community Development Coordinator* will be responsible for continuing the implementation of our waste management, coastal remediation and fisheries-related projects in southern Kerala, India.

The successful applicant will be self-motivated and adaptable to working in a rapidly changeable environment. They will need to be a great all-rounder with experience in working within a developing country on similar projects, as well as possessing a thorough understanding of community engagement, team management, fundraising and project design within a development context.

RESPONSIBILITIES:

- Leading and refining PCFML's waste management, coastal remediation and fisheries campaigns (based upon our *Marine Conservation Masterplan* and existing work to date);
- Sourcing materials for, and building and refining our *Composting and Aquaponics (CAP)* systems, with assistance from local engineers;
- Managing our on-ground waste team: including overseeing our household collection service; development, management and operation of our Waste Bank facility, as well as keeping staff on track and resolving any issues which may arise;
- Developing and implementing our estuary remediation plan, alongside our environmental engineers and on-ground team;

- Managing community surveys and fisheries management mapping in the region;
- Researching, meeting and collaborating with our partner organisations to achieve long-term objectives for the region;
- Being responsible for the day-to-day operations of our *Marine Conservation Centre* in Kovalam Beach;
- Overseeing and planning PCFML community, business and school education programs in the region;
- An ability to attract, recruit & organise a local volunteer team;
- Assisting with finances, budgets, and ensuring that our local accounts are in order (in line with local reporting requirements and our local CA);
- Working with our Fundraising Coordinator, Board and CEO on grant research, grant writing and fundraising in the region and abroad to ensure the continued growth and success of the campaign;
- Developing relationships and working closely with other NGO's, local government agencies and businesses;
- An ability to articulate the organisation's objectives and achievements to the broader public through regular local advertisements, outreach and online advertising (particularly in an international context);
- Being available for comment on the organisation's aims, objectives and progress in local newspapers, on TV and radio;
- Helping to plan, run, market and manage PCFML events in the region;

- Providing weekly updates to the CEO, as well as formal feedback to the CEO and board on a monthly basis.

POSITION REQUIREMENTS:

- Proven experience in, or a thorough knowledge of working in developing countries on community development and/or environmental projects;
- Bachelors or higher degree in International Development, Marine or Environmental Science or an associated field.

KEY SELECTION CRITERIA:

- Is self-motivated, self-reliant and adaptive with a strong work ethic;
- Has a thorough understanding of waste management, estuary remediation and/or fisheries management within an international development context OR possesses the skills and experience required within a similar field to be able to successfully lead the project;
- Possesses the ability to achieve set KPI's, whilst reporting back progress daily, weekly and monthly to PCFML's CEO, supporter base, directors and donors internationally;
- Demonstrates excellent leadership and team management skills including the ability to train, advise and work with a variety of team members from varying backgrounds and skill levels, as well as empowering the community to step-up and take on leadership roles within the project;
- Has knowledge and practical understanding of social media (Facebook, Twitter, Instagram, etc.), as well as Microsoft Office Suite (including but not limited to Excel, Word, Powerpoint and Outlook);
- Has strong English written and oration skills.

DESIRABLE:

- A post-graduate university degree in a related field;
- 3+ years-experience in a development context (specifically in regard to waste management, coastal remediation, environmental education and/or fisheries management projects).

ROLE AND REMUNERATION DETAILS

Location: Kovalam, Kerala, India.

Length of the role: 12 months (with the possibility of extended contract).

Remuneration: 20,000 – 30,000 rupees per month (plus additional benefits including 1 return flight to successful applicant's home location per year, accommodation and health insurance). All other expenses, including vaccinations, flights outside of aforementioned, etc. will be the successful candidate's responsibility.

Nationality: This role is open both within India and internationally.

APPLICATION DETAILS

To apply please send a cover letter (three A4 page max) responding to the KEY SELECTION CRITERIA, as well as a CV to info@pcfml.org.au stating clearly '*Conservation & Community Development Coordinator India*' in the subject of your e-mail.

*** APPLICATIONS CLOSE SUNDAY DECEMBER 15 at 5pm AEST (with position commencing as soon as possible) ***