



## Job Description

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<b>Job Title:</b>	Associate Director, Community & Training
<b>Reports To:</b>	Global Director
<b>Team:</b>	Community & Training
<b>Location:</b>	Flexible, South East Asia or California preferred
<b>Date:</b>	June 2021

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### **PADI AWARE Foundation**

PADI AWARE Foundation® is a non-profit public charity that drives global ocean conservation through local action. PADI AWARE Foundation engages divers and people everywhere to take conservation actions that heal and protect the ocean planet both above and below the surface, further elevating and supporting PADI's vision to achieve balance between humanity and ocean. Backed by the power of the PADI® brand and supported by the world's largest global network of 6,600 dive centers and resorts and more than 128,000 professional members worldwide, PADI AWARE Foundation leverages the collective influence of divers and the dive industry to address key threats facing the marine environment including climate change, marine habitat loss and vulnerable species protection. PADI AWARE Foundation advances its mission and the PADI Blueprint for Ocean Action through underwater citizen science, public policy, education and community grants.

### **Associate Director, Community & Training**

Reporting to the Global Director, the Associate Director of Community & Training will be responsible for the strategic development and operational execution of the PADI AWARE Foundation's community engagement in key conservation programs. The position will also be responsible for liaising with our key partner organization, PADI®, to drive the development of appropriate training resources for the recreational diving sector and integrate conservation tools to deliver the PADI Blueprint for Ocean Action. This position will form a key function in the organization's Senior Management Team, working closely with the Associate Director of Policy & Campaigns and Associate Director of Operations to ensure effective delivery of organizational objectives.

### **KEY RESPONSIBILITIES**

#### **Strategy and Program Design**

- Lead on the design, development and execution of strategies relating to community engagement in PADI AWARE Foundation's conservation programs at the local, regional and global level.

- Drive the strategic growth of the Foundation's Community and Training department across the three charities, drastically increasing acquisition of Torchbearer and Mission hubs in each PADI RHQ.
- As part of PADI AWARE's Senior Management Team, support decision-making, strategic analysis and planning for the organization.
- In close partnership with the Associate Director of Policy and Campaigns, develop and deliver community-based in-country campaigns to deliver conservation objectives directly advancing the PADI Blueprint for Ocean Action.
- Identify challenges and emerging issues faced by the Community & Training Department, defining and executing appropriate strategies to address them in a timely fashion.
- In partnership with the Global Director, develop and manage annual budget for community programs, keeping projected expenses.

### **Community & Training Leadership:**

- Be the point of contact and key conservation trainer for PADI Instructor Development teams and all PADI training related topics as well as driving the development and delivery of engagement tactics including, but not limited to PADI Member Forum, PADI Regional Manager Conferences, PADI Instructor Development Course (IDC) Staff Updates, E-Learning and PADI Course Director Updates.
- Represent the organization internally and externally including community and training events, trade shows and meetings; travel to events as required.
- Design and implement community and training KPIs with impact assessments and reporting to support continuous improvement and conservation impact.
- Foster a culture of change and innovation in a collaborative style - to build consensus and influence support - for the PADI AWARE Foundation throughout the dive community, among donors, local governments and with community-based NGOs.
- In partnership with the Associate Director of Operations, oversee the development and implementation of systems and processes for successful disbursement and monitoring of the community grant program.
- Identify organizational needs for relevant training materials, community toolkits, course development and integration within PADI B2B and B2C communications.
- In partnership with the Development Manager, oversee the development and implementation of content and activation for successful fundraising and donor engagement through the PADI membership and training system.

### **Supervision Responsibilities**

- Oversee and approve interviewing, hiring and training of employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Conduct regular performance reviews (incl. two Annual Appraisal) to ensure team members understand and have required tools necessary to attain their goals.
- Oversee and direct the continuing education and development of reporting staff members.
- Provides direction, development and inspiration to team members.

- Responsible for career development/planning, performance and pay discussions of team members.
- Provide information to support regular progress reports for Global Director.

## **REQUIREMENTS**

- Bachelor's degree in marine related subject, policy, public relations or similar preferred; Master's degree in relevant area or equivalent experience ideal
- PADI Instructor (Course Director preferred)
- Marine conservation experience, including a working knowledge of ocean issues and a passion for conservation.
- Business degree or equivalent and/or extensive dive store retail experience (management/ownership preferred).
- Experience as a PADI Regional Manager preferred.
- Experience in International business.
- Strong working knowledge of implementing PADI Educational program into retail dive store.
- Flexibility with work times to accommodate a global team.
- Computer skills to include: Web browsers, emails, Microsoft and/or Apple software, PowerPoint, iPads, Laptops, wireless communications technology, thorough understanding of social media platforms.
- Experience in building and leading teams.
- Ability to engage and cultivate a wide range of stakeholders including government, advisory groups, NGOs, dive industry associations, foundations and corporations at the local and international level.
- Ability to handle multiple priorities and thrive in a high change, multinational, and virtual work environment.
- Positive attitude, mission-driven, action-oriented and self-directed.
- Excellent written and oral communication skills in English is vital; fluency in another language is desirable.
- Demonstrated organizational skills, with the ability to work effectively on multiple projects simultaneously, including setting priorities and time management.