



**CAPE
LEOPARD
TRUST**

Vacancy Notice: Environmental Education and Outreach Manager

The Cape Leopard Trust (CLT) is seeking a highly motivated, creative and enthusiastic individual to manage its environmental education project in the Western Cape. The focus will be on delivering high quality environmental education in core leopard study areas in and around the Boland and Cederberg. Education is one of three key pillars of the CLT, and the project is well established with the potential to expand. This challenging but rewarding position requires a dynamic, diligent, self-motivated and practical team player to raise the profile of the EE project and further develop the education programme to reach its full potential.

Job information:

Location: The position will be based in Cape Town with regional travel to outlying study areas

Industry: Conservation and Environmental Education

Position Type: Full time position, 2-year contract

Salary: Market related

Deadline for applications: Close of business, Friday, 05 July 2019

Start date: August 2019

Key Responsibilities and Duties:

- General management of the education project as a whole to ensure smooth and effective running of all aspects of this integral part of the CLT;
- Manage the environmental educators and provide support to ensure their optimal performance;
- Develop a long-term strategy for the EE project in line with the overarching CLT vision;
- Steer and implement the EE project's strategy to attain a set of short, medium and long-term goals and outputs;
- Develop new EE resource material and ensure that lessons and activities carried out by the educators are relevant to the CLT's brand and vision;
- Attend camps and other EE activities on an *ad hoc* basis to evaluate and monitor the quality thereof;
- Financial planning and budgeting for the EE project;
- Seek funding and partnership opportunities for the EE project, and compile and submit funding proposals;
- Establish and foster relationships with EE partners and other stakeholders;
- Manage donor progress reports and maintain regular communications with donors;
- Develop relevant Monitoring and Evaluation protocols to assess the impact and efficacy of the EE project;
- Seek out relevant training and conference opportunities to build capacity of project staff;
- Visit schools to promote and market the CLT EE programmes to recruit new schools;
- Coordinate an annual art competition and develop novel ways to raise awareness;
- Compile news content for the CLT website and social media;

- Prepare EE project content for the CLT annual report;
- Write monthly progress reports and attend to project administration;
- Provide logistical support for the project (i.e. organise the servicing of project vehicles, hiring of bus driver, maintenance of project equipment etc.);
- Ensure that health and safety requirements for all EE activities are met;
- Manage enquiries and bookings for all EE activities;
- Responsible for recruiting, interviewing and appointing new EE project staff (i.e. educators, interns and volunteers)

Requirements:

- Tertiary level qualification relevant to Nature Conservation, Conservation Biology or a Postgraduate Certificate in Education (with a strong Life Sciences background);
- A minimum of 3 years relevant management experience;
- Good understanding of the South African education system and social development processes;
- Knowledge of biodiversity and conservation matters pertinent to the Western Cape;
- Teaching and/or guiding experience beneficial;
- Own vehicle and an exemplary driving record (willing to acquire Code 10/ C1 driving license and PrDP);
- Computer literacy (MS Office Suite);
- Excellent verbal and written communication skills in both Afrikaans and English is essential with knowledge of an African language desirable;
- Current First-Aid qualification;
- Practical campsite experience and knowledge to conduct maintenance tasks with equipment and vehicles;
- Willingness to undertake a police clearance check;

Personal Skills and Attributes:

- Excellent leadership, delegation, management and organisational skills;
- Very well developed critical and lateral thinking skills to assess the current status quo and develop novel ideas;
- Good communicator with exceptional interpersonal and positive mentorship skills;
- Dynamic, motivated, and able to take initiative and drive tasks;
- Diligent, resourceful and good problem-solving skills;
- Passionate about conservation and committed to inspire others to conserve nature;
- Ability to work well independently or as part of a team;
- Ability to work well in a deadline-driven work environment;
- Prepared to work flexible hours and on weekends if required.

Candidates who feel they meet these requirements should send a CV together with a motivational letter (no certificates required at this stage) to: contact@capeleopard.org.za.

The Cape Leopard Trust is guided by the principles of employment equity. Information on our organisation is available on our website: www.capeleopard.org.za

If you have not received a response within 14 days of the closing date, please assume your application has not been successful. The Cape Leopard Trust reserves the right not to make an appointment to the position as advertised.