



Trust Number: IT 2720/2004
PBO Number: 930 016 841

COMMUNITY OUTREACH OFFICER

The Cape Leopard Trust is seeking to appoint a suitably qualified Community Outreach Officer to manage its community outreach programme in the Cederberg district and run its environmental education camps at Matjiesrivier Nature Reserve in the Cederberg. The successful candidate will be physically fit, will have experience in establishing and managing community development projects, will have a solid background in conservation and a good understanding of the functioning of eco-systems. The person must hold a valid code 10/ C1 driving license, be based in the Clanwilliam/Citrusdal area or be willing to relocate at own cost.

The incumbent will report to the Environmental Education Project Coordinator.

Key Responsibilities:

- Develop and facilitate projects to build capacity and skills in local communities
- Engage and build relationship with local community leaders
- Plan and conduct environmental education camps in the Cederberg
- Conduct presentations, lead school outings, establish and manage eco-clubs and arrange visits to community groups and schools
- Manage and mentor school and community groups
- Plan and facilitate hikes and outdoor activities
- Campsite maintenance
- Drive the education 21-seater bus (code10/ C1) and smaller passenger carrying vehicle (PrDP necessary)
- Establish and foster relationships with environmental education partners & sponsors and other stakeholders
- Training and overseeing interns and volunteers
- Monthly report writing and project updates for social media
- General administration, Monitoring & Evaluation assessments and Environmental Education curriculum development
- Create educational material and conservation/ environment-related resources for teachers, learners and community members
- Be a responsible and presentable ambassador for the trust

Personal Skills and Attributes:

- Good leadership skills
- Ability to work independently or as part of a team
- Ability to work well and perform under pressure
- People's person with the ability and desire to communicate and engage with children and adults on all levels
- Be well organized and able to take initiative
- Resourceful, with good problem-solving skills
- Quick-thinking with the ability to deal with crisis situations
- Excellent logistical planning and organizational skills

The Cape Leopard Trust

Board of Trustees: Johan van der Westhuizen (Chairman); Dr William Horsnell; Dr Ian McCallum; David Knott;
Brendhan Kannemeyer; Jannie Nieuwoudt
P.O. Box 31139, Tokai, Cape Town, 7966
Email: contact@capeleopard.org.za
Website: www.capeleopard.org.za

Scientific Advisory Board: Dr William Horsnell (UCT) (Chair); Prof. Les Underhill (UCT);
Dr Jacqueline Bishop (UCT); Dr Alison Leslie (SU); Dr Steve Compton (RU); Dr Dan Parker (RU)

- Conflict resolution with a pragmatic approach
- Passionate about conservation, people and community well-being
- Innovative and creative
- Ability to cope and work in remote areas
- Practical campsite experience, willingness to camp with school groups
- Willingness to travel, work flexible hours, weekends and spend short periods of time away from home
- Willingness to support and work hand in hand with CLT research projects
- Be prepared to do mundane tasks and physical labour
- An excellent level of fitness to be able to lead groups during activities (i.e. hiking in rugged terrain)

Qualification and experience requirements:

- Tertiary level or equivalent qualification in nature conservation or related field
- 3 - 5 yrs experience in community related projects
- Experience in environmental education
- Guiding experience beneficial
- Good understanding of the functioning of eco-systems and environmental issues
- Valid code 10/C1 driving license, PrDP and an exemplary driving record
- Experience in driving on gravel roads
- Presentation and project management skills
- Good report writing skills
- Computer literacy (MS Office)
- First-Aid Training Certificate
- Excellent conversational Afrikaans a pre-requisite, good written and spoken English required, basic knowledge of Xhosa beneficial
- Own Health Insurance required

Individuals who feel they meet these requirements should forward their CV together with a motivation letter to Hadley Lyners, Education Project Coordinator at education@capeleopard.org.za by the closing date: 28 February 2017

Start date: 1 May 2017 with 6-month training/probation period.

Location: Clanwilliam/Citrusdal.

Remuneration: Gross R180 000 per annum.

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.

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