



Job Description

The Conservation Program Manager is responsible for line managing all of the Trusts Conservation Programs & Supporting Projects including but not limited to the 'Guardians of the Forest Youth Ranger Program', 'Youth Led Sustainable Enterprise Program', 'Ecological Farming & Permaculture Program', & the 'Orbralon wanita, female empowerment group'. This includes the management and training of Conservation volunteers & staff. The Conservation PM is expected to work a minimum of 40 hours a week for the Bukit Lawang Trust under the line management of the Director of Operations. Applicants must consider that if successful they will at all times represent the Trust and its values within the wider community and therefore must behave accordingly.

Salary & Benefits:

Full board, food & transport provided. 2,500,000 IDR monthly Salary.

The Conservation Program Manager is responsible for:

Education and Volunteer development

- Recruiting Students from the local community to the Trust and continuously advertise the Trust's Conservation projects to prospective students.
- Monitoring student attendance and volunteer progress.
- Maintaining a positive learning environment for all beneficiaries, students & staff in keeping with the Trusts code of conduct.
- Assigning weekly tasks to volunteers via the volunteer timetable with the Education PM.
- Training Volunteers in Lesson planning, curriculum content & delivery.
- Checking Volunteers lesson plans on a weekly basis.
- Monitoring Volunteers lessons and carry out weekly 1 to 1's with Conservation Volunteers.
- Teaching Youth Ranger/ YSE lessons as required.
- Line manage staff at the Trust Centre.
- Safeguarding volunteers, staff and students. (Any successful applicant will receive comprehensive training and guidance on the BLT's safeguarding policy and any associated procedures in place.)
- Assist the Education PM in the running and organisation of our 'orbralon wanita' group for female empowerment.
- Co run volunteer events including Volunteer induction, phase review and debrief, alongside the DO.
- Support all conservation volunteers with their volunteer Journey & Help @ home project.
- Deliver staff training as and when required including annual 1st aid training.
- Conduct monthly 121 with those staff under your management & report back any issues or concerns to the DO.
- Co-run the weekly Thursday meeting with all of the staff.
- Organise weekly outings and activities for the volunteers.
- Observe Conservation Volunteers sessions and give feedback and guidance.

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Advertising and Recruitment

- Liaise with the MRM Intern to update social media on weekly basis regarding the conservation program.
- Advertising the Trust to international volunteers – via our existing recruitment platforms including (but not limited to) Volunteer Match, Volunteer world, HelpX, Helpstay, University websites, Idealist and GivingWay.
- Updating all advertisements and finding new sites to advertise on.
- Recruiting and interviewing international and local volunteers.
- Ensure all incoming volunteers receive sponsor letter.
- Keep volunteer matrix up to date and correct.
- Save all volunteer documentation on the BLT server.

Administration

- Replying to all email/ messages directed to the Trust
- Assisting with the general organisation and maintenance of the Trust.
- Co-manage the Trust calendar with the Education PM and the DO
- Liaise with the Director of Operations to design and amend curriculum and policy where required.
- Arrange Transport with the Transport coordinator as required,
- Liaise with the Director of Operations as required.
- Work with the Director of Operations to establish new Project partners, MOU's and accessing funding from external donors and sponsors.
- Meet with current conservation project partners on a monthly basis as a minimum.
- Working alongside the Trust staff team to show visitors around the Trust.

Finance and Fundraising

- Managing the budget on daily basis. Including the completion and submission of budget requests & Cash returns, This will then be Cross checked by the Education PM, and on a monthly basis further checked by the Director of Operations & the Treasurer. (candidates will receive in house training on finances and budget management).
- Sending off monthly cash return with the monthly report to the DO for review.
- Sending off monthly budget request to the Director of Operations.
- Encouraging fundraising for the Trust via all means, including arranging the weekly pub quiz.
- seek funds to sponsor staff and students through education and university as and where possible.
- Submit additional Cash Return for all cash donations at the end of each month.

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Transport & Logistics

- Communicate directly with Bekak and Oplet drivers/ through the Transport and Logistics Coordinator.
- Pay drivers on a weekly basis.
- Evaluate and manage wages of drivers as required.
- Find new bekak/oplet drivers as and when necessary.
- Ensure staff are reimbursed for petrol expenditure on work related transport.
- Site maintenance and upkeep (e.g. water tank cleaning monthly, ensure there is always clean drinking water in the kitchen, fixing broken tiles/locks/doors/furniture/equipment, restocking supplies, and cleaning equipment as required.)
- Stock checks and refills – ensure sufficient teaching resources and equipment are available at all times at the school. (through use of the pack for purpose site).
- Pay food budget every week and adjust in keeping with number of volunteers.
- Organise monthly deep clean with all staff
- Order BLT t-shirts through the DO as and when required and distribute necessary amount to Bukit Lawang Indah to sell. (collect sales money from Indah once a month).
- Share emergency DM responsibilities (24/7) with the Education PM & the DO. (All successful candidates will receive comprehensive on site training on our emergency procedures).

Community Engagement (Hearts and Minds)

- Immerse yourself in the community, attend weekly Bahasa/English lessons held at the trust to improve your language skills.
- Attend community events such as weddings, funerals, parties etc.
- Go out and meet staff at guest houses on a regular basis to maintain good relations with the community.
- Work with prominent community figures to raise awareness of Trust/ Extend reach of Trust.
- Maintain and build relationship with Bukit Lawang Indah and Orangutan Explore.

Additionally, you may be required to assist the Director of Operations in duties and responsibilities not aforementioned on an adlib basis. The contract is a minimal contract of 12 months. The Conservation PM must give at least three months' notice before leaving the Trust.

Requirements

- Teaching/ coaching experience (Essential).
- In date First Aid Certificate (Essential).
- Proficiency using social media (preferred).
- Budget management experience (preferred).
- Partner establishment & development (preferred).
- Sponsor and donor acquisition (preferred).
- Volunteer management (preferred).
- Operations management Experience (Essential).
- Experience working with multicultural multilingual teams (preferred).

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- Experience and understanding of key principles of Conservation (17 sustainable development goals.) (Essential).
- Experience working with conservation programs is preferred (theoretical subject knowledge is essential.)



All applicants should note, that much of this role includes actively working in the local community of Bukit Lawang, the Sumatran Tropical Rainforest and across North Sumatra. This role can be very active and physically challenging at times. Moreover, medical and psychological support networks are largely unavailable, with the nearest hospital being over 4 hours away in Medan City.