

**Job Description: Program Coordinator – Conservation  
Bukit Lawang Trust**



**Overview:**

The Program Coordinator (PC) for Conservation is responsible for AOR identification & providing the Director of Operations with expert support in Community Selection. Additionally the PC for conservation is responsible for the recruitment of local volunteers under the guidance of the MRM, beneficiary recruitment & training and volunteer training and support. The PC for conservation is actively involved in the planning and delivery of sessions for all of the Trusts conservation programs. He/she is further responsible for the monitoring and evaluation of all conservation programs under the guidance of the Program Manager. The PC will also provide translation and communication support to volunteers and staff as required. The Program Coordinator is expected to work a minimum of 25 hours a week.

**Salary & Benefits:**

- 1,000,000IDR Monthly Salary.
- Free accommodation (incl WIFI, Electricity, Kitchen, TV, bathroom, shower).
- Mid-day meals provided on weekdays.
- Transport for all work functions provided.
- 6 weeks paid holiday a year.
- Free English Language tuition.
- Free professional letter or recommendation & reference at the end of employment.
- Free enrollment into the Bukit Lawang Trust CASEVAC system.
- Free training and education on a range of subjects & skills.
- Some opportunities for travel.
- Free fitness classes up to 5 times a week.

**The Program Coordinator for Conservation is responsible for:**

**Education & Volunteer development:**

- Monitoring student attendance and reporting to the Program Manager.
- Assisting the Program Manager in the training and development of all conservation program volunteers.
- Maintaining a positive learning environment for all beneficiaries, students and staff in keeping with the Trusts code of conduct.
- Deliver all sessions for all of the conservation programs alongside volunteers.
- Assist with translation and communication support during sessions and as required.
- Assisting volunteers and the Program Manager in monitoring beneficiary progress and assessments throughout each cycle.
- Assist the Program Managers in the delivery of volunteer and staff training events including Volunteer Induction, Phase Review & Volunteer Debrief.
- Help volunteers through the volunteer journey.

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**Advertising & Recruitment:**

- Recruiting beneficiaries for all of the conservation programs to ensure wherever possible, programs are at full capacity for every volunteer cycle.
- Liaise with the Director of Operations on growth and expansion of the Bukit Lawang Trust AOR.
- Accompany the Director of Operations on Community Selection Visits (CSVs) and advise where needed.
- Take the lead on recruitment of local volunteers for the Bukit Lawang Trusts Conservation programs.
- Accompany Director of Operations on visits to village leadership to establish connections and begin dialogs.

**Administration:**

- Provide updates & content on conservation programs to the MRM on a weekly basis to facilitate up to date online posts on SM platforms.
- Reply to all emails regarding Conservation Programs.
- Assisting with the general organisation and maintenance of the Trust.
- Arrange transport with the Transport and Logistics Coordinator as required.
- Report to the Program Manager for Conservation & Liaise as required.
- Assist the Program Manager for Conservation in maintaining working relationships with project partners for all Conservation Programs and initiatives.
- Conduct community selection assessments, Economic surveying, Entrepreneur & beneficiary recruitment & Impact assessments as well as writing reports as required.
- Conduct Post Project Visits at 2 months, 4 months and 6 months after the program has finished to measure long term positive impact of programs.
- Identifying training locations, volunteer accommodation & transport options in liaison with the PM and the Transport & Logistics Coordinator.

**Finance & Fundraising:**

- Submit Cash Advances in a timely manner for anticipated expenses when conducting PC duties for the trust.
- Submit Cash returns to the PM for Conservation by the 25<sup>th</sup> of the month at the latest.
- Maintain accountability and transparency by ensuring each purchase is recorded and receipts are received and kept (as per Trust financial training).
- Assist the Program Managers in awareness raising and fund raising initiatives as required.

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**Transport & Logistics:**

- Conduct vehicle checklists as required by the Program Manager.
- Assist with 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.)
- Report stock shortfalls and requirements to the Transport & Logistics coordinator.
- Share emergency Tier 3 responsibilities (24/7) with the other Program Coordinators (All successful candidates will receive comprehensive training on our CASEVAC procedures and our Emergency Action Plans (EAPs)).

**Community Engagement (Hearts & Minds):**

- Immerse yourself in the community, attend weekly Bahasa/English lessons 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 the Trust/ Extend reach of Trust.
- Maintain and build relationships with current project partners.

**Additionally, you may be required to assist the Program Manager for Conservation in duties and responsibilities not aforementioned on an adlib basis.**

This position works on a conditional rolling contract, beginning with a 2 month probation period. Within which time the Bukit Lawang Trust reserves the right to terminate employment without notice. The successful applicant must give at least three months' notice before leaving the Trust. In cases of dismissal or redundancy (excluding breaches in Bukit Lawang Trust Code of Conduct). The Trust will provide 3 months' fully paid notice as a minimum, as long as the dismissal or redundancy occurs after the 2 month probation period aforementioned.

**Requirements:**

- Teaching/ Coaching experience
- Conversational English Language skills.
- Fluent Bahasa Indonesia Language skills
- Experience working with NGOs/Charities &/or conservation organisations
- Practical conservation experience.
- Experience translating (preferred).
- Experience working with international volunteers (preferred).
- Understanding of environmental conservation & the UN Sustainable Development Goals.

*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.*