



1. Overview:

The Education Program Manager (PM) is responsible for line managing all of the Trusts Education Programs and its supporting projects. This includes the management and training of education volunteers and staff. The education 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. Candidates must consider that once employed, they will at all times represent the Trust and its values within the wider community and therefore must behave accordingly.

2. Salary & Benefits:

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

3. The Program Manager for Education is responsible for:

3.1 - Education and Volunteer development

- Recruiting Students from the local community to the Trust and continuously advertise the Trust's programmes 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.
- Planning the annual Kindergarten trip and other educational trips, as well as graduation.
- Assigning weekly tasks to volunteers via the volunteer timetable with the Conservation PM.
- Training Volunteers in Lesson planning and assisting them with this task.
- Checking Volunteers lesson plans on a weekly basis. (Lesson Plan deadline 13:00 on Fridays).
- Monitoring Volunteers lessons and carry out monthly 1 to 1's with Education Volunteers.
- Teaching English lessons and take a lead on delivery.
- Improving and expand existing English curriculum, in cooperation with the Director of Operations as well as coordinating the Trust's outreach via adult classes and medical English terminology sessions, alongside volunteers.
- Monitoring and managing Kindergarten staff and students and assist with the creation of reports each term.
- Safeguarding volunteers, staff and students, (you will receive comprehensive training and guidance on the BLT's safeguarding policy and any associated procedures in place).
- Facilitating a group focused on female empowerment in the local community, focused partially on female health. These sessions can be combined with the hand out of Days for Girls kits, which the PM for Education is also responsible for arranging.
- Co run volunteer events including Volunteer induction, phase review and debrief alongside the DO.
- Support all education volunteers with their action at home project.
- Deliver staff training as and when required including quarterly 1st aid training.

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- Conduct 121 with those staff under your management & report back any issues or concerns to the DO.
- Co-run the weekly meeting with all of the staff, and ensure staff attendance.
- Teach English lessons as required by the Trust, and support in the delivery of conservation sessions as required.
- Support the staff in the delivery of the Jungle Food Program in the local community.
- Keep volunteer matrix up to date and correct & save all volunteer docs on the BLT Server.

3.2 - Advertising and Recruitment

- Liaise with the MRM Manager to update social media on a weekly basis regarding the education programs.
- Recruiting & Interviewing international and local volunteers.
- Ensure all incoming volunteers receive a sponsor letter as required.
- Keep volunteer matrix up to date and correct.
- Save all volunteer documentation on the BLT shared drive.

3.3 - Administration

- Replying to all emails regarding the Education program.
- Assisting with the general organization and maintenance of the Trust.
- Co-manage the Trust calendar with the other PMs and the DO.
- Liaise with the Director of Operations to design and amend curriculum and policy where required.
- Arrange transport with the transport and logistics 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 Education project partners on a monthly basis as a minimum.
- Working alongside the Trust staff team to show visitors around the Trust.

3.4 - Finance and Fundraising

- Managing the program budget on a daily basis. Including record keeping, receipts and cash advance and return forms.
- Sending off any cash returns with the monthly program report to the DO for review.
- Sending off monthly cash advances for programmatic expenses to the DO for review.
- Write up and send off monthly program reports to the DO for review.
- 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 returns for all cash donations at the end of each month.

3.5 - Transport & Logistics

- Communicate directly with Bekak and Oplet drivers in liaison with the Transport & Logistics Coordinator.
- Pay drivers on a weekly basis.
- Evaluate and manage wages of drivers as required.

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- Find new Bekak / Oplet drivers as and when necessary.
- Ensure staff are reimbursed for petrol expenditure on work related transport.
- Site maintenance and upkeep including monthly deep clean of the Hub.
- Stock checks and refills – ensure sufficient teaching resources and equipment are available at all times at the Hub.
- Pay food budget every week and adjust in keeping with number of volunteers.
- 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 with the other PMs & the DO, (All successful candidates will receive comprehensive training on our CASEVAC procedures and our Emergency Action Plans (EAPs).

3.6 - Community Engagement (Hearts and Minds)

- Immerse yourself in the community, attend weekly Bahasa lessons held at the Trust (if applicable).
- 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.

4. Additionally, you may be required to assist the Director of Operations in duties and responsibilities not aforementioned on an adlib basis.

5. This role is 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 Program Manager (PM) for education must give at least 3 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.

6. Requirements

- Qualified Teacher Status and/ or TEFL Qualified (candidates with exceptional practical experience in education and no formal qualification may also be considered).
- Substantial teaching / coaching experience (primarily in primary education and younger years).
- Experience managing team members and staff.
- Volunteer Management Experience.
- Operations Management Experience.
- Experience working with multicultural, multilingual teams.
- Experience and understanding of the key principles of Conservation (17 sustainable development goals).
- Experience working in the developing sector is preferred.
- Experience in budget management, partnership management & sponsor acquisition is preferred.

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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.

