

Programme Manager Job Advert

We are looking for Programme Managers to join our team in North Sumatra! We are looking to develop our team out here in Bukit Lawang and want to find the right people to enhance and develop our growing programmes.

Please note, we are a small grassroots organisation and are much more interested in getting the right people to join our BLT family than people exactly fitting a job description. So, if you can see that you can offer something which is not listed then please tell us in your cover letter!

- Do you have teaching experience?
- Do you have experience in leadership and management?
- Do you have experience in teaching and knowledge about business and enterprise?
- Do you have a passion for conservation and community work?
- Are you looking for a role which brings adventure and challenge in bucketloads?

About Us:

We aim to deliver high quality, free education to rural communities here in North Sumatra in order to enable people to access more opportunities for their academic, financial, physical and holistic wellbeing as well as foster a respect and care for the environment.

Our programmes help to build stronger, more resilient communities while supporting efforts to protect severely endangered ecosystems.

We run an established English as Second Language Programme, a Sustainable Business Programme for adults who want to start their dream business, an Ecological Farming Programme in partnership with a local Eco Farm and a Youth Ranger Programme for children to learn about conservation and how to be a jungle ranger! We also run supporting projects including free fitness programmes and a weekly woman's group as well as providing action-packed 8 week volunteer placements for those looking for a unique volunteer experience.

Please do take the time to find out about our charity before applying for the role. We have a very active social media presence, so you can gain insights into what life is like here and whether you would be a good fit for the job. We also have information relating to all of our programmes on our website which can help you decide which role would be your dream job!

Sustainable Business Programme Manager

Come and lead our awesome Business Programme to rural communities, which teaches and helps entrepreneurs to build their dream business, including awarding grants to support them in their journey. The Business Programme Manager will lead on all aspects of the adult Sustainable Business Programme. This includes: beneficiary recruitment, face-to-face curriculum delivery, monitoring, evaluation, data

collection, impact monitoring and reporting to Trustees and donors. They are committed to developing the Sustainable Business Programme and coordinating the team of local staff, interns and volunteers who are involved in the programme delivery. They lead on the logistical planning of grant distribution as well as the budgeting and financial record keeping for the grant and budget relating to the programme. The Business Programme Manager works closely with our Operations Manager and our board of Trustees to ensure that all relevant paperwork and requirements are adhered to throughout the programme.

Education Programme Manager

Take lead on our teaching and learning here in North Sumatra and give children and adults the opportunity to learn English to support their educational prospects, their careers and enhance their businesses. The Education Programme Manager is responsible for overseeing and leading the delivery of the English as Second Language (ESL) programme and the curriculum linking to our Youth Ranger Programme. The Education Programme Manager leads and trains our team of Programme Coordinators and International Volunteers to develop engaging lessons for children and adults in the communities we serve. They also manage our Kindergarten staff and all aspects of operations relating to their performance management and event organisation. They are committed to developing the Bukit Lawang Trust and its education programmes alongside the Trust's Operations Manager and our board of Trustees. This role requires applicants to have teaching experience and some experience of leadership and ideally teacher training.

What we are looking for:

Passionate people who want to make a difference in a rural community in North Sumatra through education and community work. Getting involved in all aspects of life here is all part of the lifestyle; you will not only be teaching, managing and working with local partners; this post offers a cultural experience whereby you become part of the community here in Bukit Lawang. Being on the edge of the Gunung Leuser National Park, getting to know the guides, businesses, locals and families here is key to the success of the charity, and the reason it is so well-established and successful here.

The Programme Managers work together to lead and train our team of Programme Coordinators and International Volunteers to develop engaging lessons for children and adults in the rural communities we serve. Within our team here in Sumatra, we need people who can work across several roles and be flexible to getting involved with some recruitment, training, administration, media and fundraising too! Our Programme Managers support the Trust Operations Manager with performance management of all teachers, volunteers and other support staff and help with event organisation relating to their programmes. They are committed to developing the Bukit Lawang Trust and its education programmes alongside the Trust's Operations Manager and working with our board of Trustees who are located in the UK.

Contract:

- 12 Months (rolling)
- Full time

Location:

- Bukit Lawang, with some travel to nearby villages and occasionally to Medan and Binjai.

Key responsibilities:

- Line managing our Programme Coordinators, local teaching and support staff and International Volunteers.
- Oversee and be involved in the delivery of the Programmes we offer.
- Ensure that staff and volunteers receive high quality training which enables them to be able to plan and teach engaging lessons for children and adults.
- Take an active role in liaising with our Trustees, our volunteers, local partners and the community.
- Continue programme development to best support the current needs of each target community.
- Co-manage the Trust Hub including its; supporting programmes, finances, fundraising, events, upkeep and maintenance.
- Support the Operations Manager with general operational duties including staffing, reporting schedules, financial record keeping, programme specific reporting and communication between partners, our Trustees, our team and our community.

What we offer:

- The opportunity to work in an established and successful NGO with 20 years of experience
- Competitive local salary and package including accommodation and transport
- All visa costs covered throughout employment
- Free, private room and access to a well-equipped, shared kitchen
- Cooked meals provided while working
- Regular staff training and a supportive board of Trustees
- The opportunity to work with a diverse team of change-makers in a stunning natural environment!
- Opportunities for jungle trekking both with Youth Ranger classes and as part of the volunteer cycle at least once per year.
- Joining our volunteer activities including workshops and Phase Review weekends as part of the Volunteer Journey.

If all of this makes you jump for joy then get in touch! To apply for a position with us, or request a full job description of a particular role or ask any questions you may have, please contact our team at info@bukitlawangtrust.org.