

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



Overview:

The Program Coordinator (PC) for education is responsible for AOR identification & providing the Director of Operations with expert support in Community Selection. Additionally the PC for education 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 education is actively involved in the planning and delivery of sessions for all of the Trusts education programs. He/she is further responsible for the monitoring and evaluation of all education 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.
- Mid-day meals provided on week days.
- 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 enrolment into the Bukit Lawang Trust CASEVAC system.
- Free training and education on a range of subjects & skills.
- Some opportunities for travel.

The Program Coordinator for Education 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 education 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 education 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.
- Assist in the delivery of employability skills sessions and computer training.

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Advertising & Recruitment:

- Recruiting beneficiaries for all of the education 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 Education programs.
- Accompany Director of Operations on visits to village leadership to establish connections and begin dialogs.

Administration:

- Provide updates & content on Education programs to the MRM on a weekly basis to facilitate up to date online posts on SM platforms.
- Reply to all emails regarding education 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 education & Liaise as required.
- Assist the Program Manager for education in maintaining working relationships with project partners for all education Programs and initiatives.
- Conduct community selection assessments, Economic surveying, 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.
- Assist the PM for education and the DO in selecting student scholars for the Annual Trust Scholarship.

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 25th 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 and help 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 Education in duties and responsibilities not aforementioned on an adlib basis.

This position works on a conditional rolling contract, 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.

Requirements:

- Teaching/Coaching experience
- Conversational English Language Skills
- Fluent in Bahasa Indonesia Language Skills
- Experience working in government or private schools as a teacher or TA.
- 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 & 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.