



Conservation Project Coordinator - Job Description

Position Overview:

To aid it in achieving its objectives and to promote Madagascar internationally Azafady runs two volunteering programmes, one of which is the Azafady Conservation Programme, known as ACP. This programme attracts international volunteers who come to work with Azafady for 2 to 10 weeks, giving their labour and providing some financial support to the NGO

The role of the Conservation Project Coordinator is, in conjunction with the Team Leader and Research Assistant, to ensure the smooth functioning of the programme. Working with local staff and international volunteers the Coordinator will conduct research on endemic and endangered flora and fauna, mainly in the coastal littoral forest fragments in Sainte Luce. The Coordinator is responsible for all aspects of the programme; co-ordinating field research including developing and expanding the current research projects, new project design and methodology, writing of publishable papers and, in conjunction with the Team Leader and Research Assistant, the management and care of the volunteers. The Conservation Project Coordinator is also responsible for building the capacity of the programme guides and providing the Project Development team with pertinent research and results to aid future funding proposals.

ACP volunteers provide much needed support to the conservation effort in St Luce both through their participation in the research activities and through the financial donation that they make to the NGO. For this reason it is imperative that volunteers both participate fully in the research activities and have a positive experience so they go on to promote Azafady and Madagascar in general. The Coordinator, with the Team Leader and Research Assistant, work towards this end through management, intervention and support as well as promoting the wider work of Azafady.

Everyone involved in ACP acts as the public face of Azafady in the communities in which they are working, therefore it is imperative the Coordinator, and the volunteers under their care, behave in a professional, culturally sensitive and friendly manner at all times, carrying out their work with the requisite care and attention.

The Coordinator will split their time between the field and the office as work loads and priorities allow, although it is expected the Coordinator will spend a minimum of 50 percent of their time in office.

Example tasks for field and office include- developing current projects, designing new, appropriate research projects, training volunteers and local staff in accurate methodology, and problem solving regarding volunteer issues. For specific responsibilities, see the section below.

Duties and responsibilities:

The Conservation Project Coordinator will:

- Design novel environmental research project(s) that are specific and applicable to the area
- In collaboration with the Research Assistant, organise work schedules for volunteers and staff to ensure adequate data collection for effective applied conservation outputs
- Manage the budget to be able to source necessary equipment and research materials
- Work to secure funding for current and future research projects
- Write and secure publication in peer reviewed journals of ACP research
- Provide quarterly internal and external reports for Azafady and any collaborating partners
- Ensure support and care are provided to maintain the physical and mental welfare of volunteers
- With all Heads of Department ensure successful communication of Azafadys current work across all departments to the volunteers
- Along with the team Leader, provide advice, support and intervention between volunteers and the project team
- Ensure risk assessments are in place for each activity
- Manage field budget including maintenance of records and receipts
- Interact with volunteers and other collaborators in a professional and friendly manner
- Participate in necessary two-way communication with all Azafady staff to ensure smooth running of the programme
- Advise on strategic development of the programme

Contract type: Minimum one year

Location: Anosy Region, Madagascar

Reporting to: Head of Volunteering and Head of Environment

Salary: The chosen candidate will receive a local wage of 650,000 Ariary (some £200/month) plus a housing allowance, and costs associated with flights, visa and insurance will be covered.

Requirements:

The successful applicant will:

- Have a Masters degree in an environment subject
- Have at least 6 months successful experience of tropical field research
- Have experience of designing and implementing research projects
- Have experience of leading research teams of both international and national staff
- Have experience in building the capacity of local staff
- Have experience of either coordinating a volunteer programme or having taken part in a similar extended volunteering scheme

- Have a proven ability as a friendly, clear and confident communicator, across a variety of situations
- Have proven success in providing training to small groups
- Have proven ability to work independently and under pressure, including problem solving and decision making
- Have ability and personality to work in small field teams and ability to develop and maintain good, supportive relations with office staff
- Hold a first aid qualification
- Have experience using GPS's and a working knowledge of GIS
- Be fluent in English; ability to speak French or Malagasy is desirable
- Have a good level of fitness for working in difficult terrain under tropical conditions