



Nature's Valley Trust

Programme Director Post

In Support of Conservation

The Nature's Valley Trust (NVT) is a registered non-profit conservation organisation (025-306-NPO) based in Nature's Valley (near Plettenberg Bay) on the Tsitsikamma Coast.

The NVT, which has been in operation since 2001, was initiated by the Nature's Valley community and its mission is: *"To maintain the long term environmental integrity of Nature's Valley and surrounds by becoming proactively involved in issues that impact on the future of the area"*.

In order to fulfil its mission, the NVT initiates, facilitates and implements various programmes that include research, conservation, environmental education and community awareness projects which focus on Nature's Valley and the surrounding areas. These activities are designed to contribute to the conservation value of the area which lies within a national park; to complement the activities of conservation authorities specifically in the areas of environmental education and community outreach; and to play a key role in ensuring that proposed development and human activities are appropriate and sustainable and that environmental impact is minimized. The NVT currently employs one full-time Environmental Education and Community Outreach officer who will be managed by the Programme Director.

A challenging Programme Director post is available which requires the following skills:

- At least five years working experience in the conservation or environmental education (EE) arena;
- Proven experience and good negotiation, advocacy and people skills in a challenging political arena;
- Good, broad environmental knowledge (preferably a diploma, degree or higher degree in conservation or EE);
- A track record of effective project management experience;
- The ability to work in an unstructured environment and be self motivated;
- Good relationship building skills;
- Excellent writing skills;
- Good presentation skills;
- Experience in preparing funding proposals and reports;
- Good computer skills (Word, Excel, Corel Draw, e-mail and internet);
- A valid Code 8 drivers licence and own transport;
- Ability to communicate in English and Afrikaans;
- Good co-ordination and facilitation skills;

The Programme Director will be expected to take 'ownership' of the Nature's Valley Trust in order to grow and develop this dynamic NGO. This will include:

- Developing and managing key relationships across the conservation and political spectrum;
- Co-ordinating research, conservation, EE and community projects;
- Identifying, fundraising, facilitating and implementing new projects;
- Working with and expanding existing networks, relationships and partnerships;
- Representing the Nature's Valley Trust at relevant meetings and conferences;
- Coordinating the writing and publishing of 5 newsletters per annum;
- Updating the Status Report and the Nature's Valley Eco-guideline series of brochures and booklets;
- Managing the development of the Urban Conservancy;
- Planning and coordinating the holiday programmes run during April and December/Jan;
- Upgrading and maintaining the database;
- Fundraising, which entails identifying funders, preparing proposals and servicing existing funders;
- Work with the Environmental Education and Community Outreach Officer in co-ordinating and sharing projects;

The Programme Director will operate from the office in Nature's Valley and must have their own car (any travel done on behalf of the Trust will be compensated for). Salary will be market related.

A letter of application and CV should be submitted via E-mail (info@naturesvalleytrust.co.za), Fax (086 514 5946) or Post (P.O. Box 230, The Crags, 6602) **on or before 15 November 2011**.

- Only short-listed candidates will be contacted •
- The NVT reserves the right not to make an appointment •