



Make a difference. See a difference. Be the difference.

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**Job Title:** Community Officer

**Reporting to:** Community Manager

**Responsible to:** Head of Operations and Managing Director/CEO

**Location:** Raja Ampat and/or Bali, West Papua/Indonesia

## PRINCIPAL FUNCTION

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To work alongside the Community Manager (CM) to create, manage, and oversee all community projects from the expedition site. These include education, waste management, SCUBA diving safety, and health service programs. Liaise with all necessary stakeholders (government officials, chief villages, project partners, etc) for community projects. When the CM is not present, work directly with the community and other team members and report back to the CM and/or Managing Director.

## GENERAL OUTLINE OF THE ROLE

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- Work with CM to manage ongoing projects and/or create new ones
- Coordinate with CM to organise and arrange projects with volunteers and local communities
- Attend meetings with stakeholders
- Communicate project progress to stakeholders in reports and/or presentations

## MAIN RESPONSIBILITIES & DUTIES

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- Work in partnership with the local government and communities to create community projects
- Manage projects with CM through community surveys, reports, meetings, and presentations to Managing Director and local stakeholders
- Assist CM and Project Scientist with preparation and teaching of education projects (i.e. English, maths, or marine conservation where necessary) to local communities (children and adults)
- Assist CM with company's documentation (i.e. photos, blogs, monthly reports, etc)
- Assist with any other tasks where possible including science work and logistics

## TERMS & CONDITIONS

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**Contract Duration:** 6 month contract, with possibility of extension at end of contract term.

**Salary:** Up to £1000 per annum depending on length of contract, level of experience, candidates qualifications and personal performance during contract term.

**Accommodation/Food:** Provided for free at Raja Ampat & Bali project sites.

**Travel/Visa:** Travel to the expedition site must be paid for by the candidate. All visa extensions will be paid for by Barefoot Conservation.\*

**Training:** Free PADI Rescue and Divemaster course.\*\*

\* Initial Social Visa fee must be paid by the candidate (approx £35)

\*\* Does NOT include necessary PADI manuals & PIC's (Rescue - £24 & Divemaster - £150)



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## JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications Education/Knowledge:</b>	- Educated to a degree level in a related discipline (social science, environmental science, or education)	- Relevant Masters degree
<b>Experience:</b>	- Ability to work both in a team and individually - Field work - Liaising with stakeholders	- Working with an NGO and/or in a developing country - Teaching experience
<b>Skills &amp; Abilities:</b>	- Good level of Bahasa Indonesia language - Ability to work under little to no supervision - Strong logistics and organisational abilities - Excellent interpersonal and writing skills	- First Aid training - Scuba Diving
<b>Personal Qualities:</b>	- Passionate about community development and conservation - Adaptive to a new environment in a remote area - Proactive and self-starter	- Flexible approach - Attention to details