



## Community Forest Organiser (ID132)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
FFI Vice-president

# Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## Fauna & Flora Indonesia Programme

Fauna & Flora is an international NGO established over 100 years ago. Fauna & Flora acts to conserve threatened species and ecosystems worldwide and has been working in Indonesia since 1996, operating field offices in eight provinces. Under the Memorandum of Understanding (MoU) with the Indonesian Ministry of Environment and Forestry (MoEF), Fauna & Flora has been partnering with government agencies, local NGOs, civil society organizations, local communities, and private sector companies to deliver conservation goals in Indonesia.

Fauna & Flora's innovative approach has catalysed change through a number of flagship programmes in Indonesia, including the community ranger initiative which has transformed former combatants, wildlife poachers, and loggers into champions of the environment. We are also pioneering sustainable financing mechanisms to support communities through our innovative approach.

## West Kalimantan Programme

In West Kalimantan, Fauna & Flora support the Gunung Palung National Park (GPNP) and Conservation Agency (BKSDA) to conserve the Bornean Orangutan and to increase community wellbeing within and around the conservation area. Fauna & Flora had previously piloted joint patrol units between GPNP and local communities (Orangutan Protection and Monitoring Units: OPMU), including community members previously dependent on illegal logging. Currently our conservation project focus on Ketapang and Kayong Utara District, mostly in the buffer of the conservation area.

Fauna & Flora has been implementing a village forest programme in West Kalimantan for 10 years, assisting local communities to secure village forest tenure, access biodiversity offset, and building the capacity of village forest institutions (LPHDs) in village forest protection, finance management, and business development.

## The Opportunity

Fauna & Flora is now seeking Indonesian national candidates for the position of **Community Forest Organiser** - West Kalimantan. Under the supervision of the West Kalimantan Programme Manager, the **Community Forest Organiser** manages the assisting Community Forest for Livelihood programme focusing on Ketapang District, Kayong Utara District and future expansion in several districts and also in Provincial Level. The **Community Forest Organiser** works in close collaboration and coordination with the Community Facilitation Coordinator.

# Terms and Conditions

<b>Start Date</b>	: As soon as possible
<b>Duration of Contract</b>	: 1 (one) year contract with possible Extension
<b>Salary</b>	: Dependant on skills and experience
<b>Location</b>	: Ketapang, West Kalimantan
<b>Benefits</b>	: 20 days leave per annum Time off in lieu (TOIL) Social Security Agency (BPJS) Medical Insurance Religious Holiday Allowance/ THR
<b>Hours of Work</b>	: Full time working hours are Monday to Friday from 9.00am to 6.00 pm, with a one-hour lunch break. These hours may be varied in agreement with your Line Manager.

## Job Description

<b>Job Title</b>	: Community Forest Organiser
<b>Reporting to</b>	: West Kalimantan Programme Manager
<b>Key Relationships</b>	: West Kalimantan team

### Purpose:

- Manage and Coordinate Social Forestry Scheme with LPHD and Government
- Develop Socio Forestry Business Scheme
- Assist the community in making a long-term management Plan and annual workplan
- Communicate and Maintain Coordination with Partners
- Provide technical support in-House training to LPHD
- Collect, process and analyzing Socio Report in west Kalimantan

### Specific Duties:

- Under the supervision of the West Kalimantan Programme Manager, manage the West Kalimantan programme, focusing on Ketapang District, Kayong Utara District and future expansion in several districts and also in Provincial Level.
- The Community Forest Organiser works in close collaboration and coordination with the Community facilitation Coordinator, Biodiversity Coordinator, Senior Advisor Climate and Conservation, National Marine Manager, Finance Manager, Administration Manager, liaising closely with the Asia Pacific Regional Team and donors.
- Coordinate and support the preparation of projects

### Financial Management

With the support of the Ketapang Finance, ensure:

- a. Accurate financial management
- b. Compliance with internal financial policies and procedures
- c. timely and accurate technical, operational, and financial donor and institutional reporting

**Programme Development**

- In collaboration with West Kalimantan Programme Manager, contribute to the strategic planning and development of the Fauna & Flora Indonesia Programme, in particular the aspects associated with biodiversity, climate change and conservation in general in line with Fauna & Flora's business plan and strategy, including advising on technical aspects, opportunities, priorities and optimal use of funds
- In collaboration with the Project Managers and technical specialists, develop and input to project concepts and proposals, in line with approved strategic plans and Fauna & Flora's project cycle
- Proactively develop tailored proposals to fund approved projects, working with the Head of Finance and Administration (in Indonesia) and Finance Business Partner (in the UK) to ensure accurate budgeting, staff and overhead charging and cost recovery
- Ensure that funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, Fauna & Flora operating standards and implementation conditions within Indonesia
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

**Learning**

- Support the development of training materials including documentation, talks and lectures.
- Coordinate and contribute to the development of articles, guidelines, briefing papers, templates etc.
- Provide recommendations as required, based on research and analysis.
- Organize and support workshops, seminars, events and training.

**Other duties:**

- Ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity;
- Ensure that FAUNA & FLORA policies and guidelines are followed;
- Perform additional project-related duties as assigned by the Indonesia Country Director.
- Perform policy/government engagement and project development/donor relation

# Person Specification

	Essential	Desirable
Education and Language	<ul style="list-style-type: none"> <li>• Bachelor’s degree with minimum of 3-years experiences in community work</li> <li>• Excellent spoken and written in English</li> </ul>	
Skills, Knowledge and experience	<ul style="list-style-type: none"> <li>• High level partnership building, networking and collaboration across complex and global issues</li> <li>• Excellent facilitator and negotiator skills</li> <li>• Excellent writing skills</li> <li>• Excellent communication and presentation skills, with ability to influence at all levels</li> <li>• Excellent analytical, organisational, prioritisation and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Social Forestry Mechanism</li> <li>• Familiar with Community Business Group</li> </ul>
Behavioural Qualities	<ul style="list-style-type: none"> <li>• Pragmatic approach to solving problems and delivering impact</li> <li>• Builds positive personal and organizational relationships, working and communicating effectively across teams and disciplines, showing commitment to inclusivity</li> <li>• Collaborative approach</li> <li>• Able to deal with tight schedule and unscheduled tasks, target oriented, and has the capacity in project planning, implementation, and evaluation.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Commitment to Fauna &amp; Flora’s mission and values</li> </ul>	

## How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements), and contact details for two referees (who will not be contacted without your permission) should be sent to [HRIndonesia@fauna-flora.org](mailto:HRIndonesia@fauna-flora.org)

Please mark your application “**Community Forest Organiser (ID132)**”.

The closing date for applications is **21 September 2023**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

# Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

## Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Ester Rinandhita, HR Recruitment & Administrator, FFI, on Tel: 021-2276-4295 or Email: [ester.rinandhita@fauna-flora.org](mailto:ester.rinandhita@fauna-flora.org)

Fauna & Flora values diversity and is committed to equality of opportunity