



POSITION DESCRIPTION

Coordinator - *Honour the Ocean* Global Program, India

The *Honour the Ocean Global Program Coordinator* will be responsible for assisting to oversee and coordinate our *Honour the Ocean Global Program* and *Marine Conservation Masterplan* in Kerala, southern India.

The successful applicant (alongside our international intern) will also be responsible for developing and implementing the local strategy for the region, conducting media interviews, developing media releases (in collaboration with our media team), and will be PCFML's main point of contact for this campaign.

RESPONSIBILITIES:

- Leading PCFML's *Honour the Ocean* campaign and developing a long-term 1, 3 and 5-year strategy for the region, based upon our *Marine Conservation Masterplan*;
- Researching, meeting and collaborating with our partner organisations to achieve long-term objectives for the region;
- Being responsible for the day-to-day operations of our marine conservation centre;
- Running PCFML community, business and school education programs in the region;
- An ability to attract, recruit & organise a local volunteer team;

- Being responsible for finances, budgets, and ensuring that our local accounts are in order (in line with local reporting requirements);
- Grant research, grant writing and fundraising in the region and abroad to ensure the continued operation and success of the campaign;
- Developing relationships and working closely with other NGO's, local government agencies and businesses;
- An ability to articulate the organisation's objectives and achievements to the broader public through regular local advertisements, outreach and online advertising;
- Being available for comment on the organisation's aims, objectives and progress in local newspapers, on TV and radio;
- Helping to run, market and/or organise PCFML events (with the Events Coordinator) in the region;
- Providing updates to the CEO weekly, as well as formal feedback on a monthly basis.

POSITION REQUIREMENTS:

- Proven experience in, or a thorough knowledge of, working in developing countries on community and/or environmental projects AND/OR a thorough knowledge of the communities of Kovalam and Vizhinjam.
- Verbal and written understanding of Malayalam language.

KEY SELECTION CRITERIA:

- Be self-motivated, self-organised and self-reliant with a strong work ethic;

- Have a thorough understanding of international development and/or marine/environmental science and/or the non-profit sector, especially in the context of working in developing countries;
- Possess the ability to achieve set KPI's, whilst reporting back progress daily, weekly and monthly to PCFML's supporter base, directors and donors internationally;
- Possess an ability to relate to communities, religions and cultures that may not reflect the candidate's own opinions and views;
- Have basic knowledge and practical understanding of social media (facebook, twitter, Instagram, etc.), Microsoft Office Suite (including but not limited to Excel, Word and Outlook);
- Have demonstrated strong written and oration skills;
- Articulate marine conservation issues in a story telling manner:
 - Relate issues to real people.
 - Know target audience.
 - Ability to articulate conservation efforts to community, businesses, government and media.
- Possess an ability to articulate sustainable alternatives to harmful marine practices (vision) in a challenging environment;
- Network, build relationships and represent PCFML in a professional manner;
- An ability to manage an alliance comprising a multitude of groups, personalities and tasks, whilst staying on-track to achieve objectives;
- Have a strong passion for culture, people and marine conservation;

- Be an excellent 'team player' that understands group dynamics and can attract the local community, volunteers and supporters to the PCFML India team;
- Bring flair and innovation to PCFML and build the organisation's supporter base within the region and in greater India.

The following is desirable, however by no means compulsory for this role:

- A bachelor or post graduate university degree in a related field (E.g. marine/environmental science, fisheries, community/international development, etc.)

ROLE AND REMUNERATION DETAILS

Location: Kovalam, Kerala, India.

Length of role: 1 year (with possibility of extended contract).

Remuneration: 20,000 rupees per month (plus additional benefits including: accommodation, health insurance and pension fund). All other expenses, including vaccinations, flights outside of program location, etc. will be the successful candidate's responsibility.

Nationality: This role is open to Indian nationals only.

APPLICATION DETAILS

To apply please send a cover letter (three A4 page max) with details of your experience in relation to the KEY SELECTION CRITERIA, as well as a CV to info@pcfml.org.au stating clearly '*Global Program Coordinator Application*' in the subject of your e-mail.

*** APPLICATIONS CLOSE WEDNESDAY JANUARY 24 at 5pm (with position commencing as soon as possible) ***
