

Role

As the Project Manager you will develop the work of Ecoteer within the local village community and around the islands. You will be seen as the face of the project and this should be considered at all times. When representing Ecoteer you should display a professional standard whilst remaining open and accessible to the community in which we operate.

You will be responsible along with your colleagues for implementing and ensuring the continuation of an effective English and environmental awareness programme within the local school, liaising with ALL the stakeholders around the islands on behalf of Ecoteer, facilitating community participation in events initiated by yourself, facilitating interns and garnering support from tourists around the islands towards community tourism and Ecoteer's various projects.

As Project Manager you are expected to hire adequate interns, hosting weekly meetings and timetabling, book keeping and upholding the health and safety of the project.

Key Duties

Management

- Interview and hire adequate intern staff depending on projected needs of the project.
- Weekly meetings with interns and volunteers where timetabling for the following week is discussed.
- Daily book keeping and budgeting of the onsite project.
- Undertake monthly health and safety assessments of accommodation, host families and planned activities and discuss improvements to higher management.
- Develop the existing projects and look out for other collaboration opportunities with relevant stakeholders and local community.
- Set weekly work schedules and deadlines for interns and volunteers, as well as ensuring the success of delivering all the projects.
- Complete monthly reports including finances and blog article for marketing purposes.

Volunteers & groups

- Manage the volunteer program, ensuring the interns adhere to the safety and well being of participants at all times.
- Manage volunteer's inquiries.
- Undertake inspections and assessments of accommodation, host families and planned activities prior to the volunteer's arrival.
- Ensure all bookings are made for the programme components, including boat and land transfers, meals, snorkel tours, accommodations, etc.
- Ensure volunteer funds are evenly spent across a number of businesses/host families.

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- Facilitate larger groups at the project and other sites on the Perhentian Islands – ie organize activities and accommodations.

Collaboration with Other Stakeholders (NGOs, government agencies, schools, universities, operators, etc)

- Organise and/or attend meetings, workshops, dialogue sessions, etc, with other stakeholders to discuss any issues at Perhentian Islands and the possibility of a collaboration to work towards a sustainable island.
- Be the liaison person between all the stakeholders.
- Conduct surveys or interviews as required.
- Update the Perhentian stakeholders list regularly.
- Encourage stakeholders to work together and assist to organise environmental activities, eg. beach clean ups, awareness information booth, etc.

Education

- Develop educational curriculum and ways to measure achievements for ALL Ecoteer's school clubs.
- Oversee the lesson plans developed by your team to ensure they are suitable and achieve the clubs aim and objectives.
- Liaise with the school headmaster and various related teachers to discuss the clubs and their activities which may impact the rest of the school – for example painting and decorating a classroom or installment of composting machine.
- Ensure all children have suitable permission slips from their parents and that the volunteers behave responsibly.
- Ensure each session is filmed and photos are taken to be uploaded to Facebook and other social media.
- Ensure the weekly reports are completed for each school club session.

Village house

- Ensure the upkeep and cleanliness of the house.
- To develop the house as an example for sustainable practices – ie recycling, etc
- To develop information boards about environmental issues, English classes and handicraft in the house.
- Host video sessions at suitable venues.
- To ensure the interns and volunteers keep the bedrooms, kitchen and living areas clean.
- Weekly thorough clean of the house.

Merchandise

- Keep an updated inventory of any merchandise including T-Shirts and Pin Badges.

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- Develop new jewellery / merchandise using only recyclable waste – for example glass found on the beach, not shells etc.
- Sell merchandise at the weekly information booth.

Perhentian Islands Ladies Association (PILA)

- Liaise with the committee of PILA to ensure the group are well run and support them where possible.
- After discussion with PILA, develop a monthly regular soft skills training programme for the members of PILA – involves English classes, computer classes, etc.
- After discussion with PILA, develop a yearly timetable of one off soft skills, motivation, site visits and technique training programmes for the ladies to participate in.
- Promote PILA and their products to resorts and tourists to help attract more tourists to visit the village or buy their products.
- Encourage PILA to develop new tourism products that will encourage tourists to visit the PILA centre, for example Malay dinners, kuih making classes, malay language lessons, batik making etc. Use the volunteers to test products and ensure the villagers are happy before they are promoted to any tourists.
- Encourage PILA to adopt environmentally friendly practices such as composting and recycling at their centre and homes.
- Assist PILA to participate in or organise their own International Coastal Clean Up Day which will increase the environmental awareness of the villagers, community spirit and to attract tourists to the village.
- Join in meetings with PILA.
- Manage the fund given to PILA for equipment acquisition and training purposes – keep all receipts and photos of funded objects/activities.

Awareness Booth

- Discuss with currently supporting resorts about a schedule for the weekly awareness booth.
- Develop new relationships with currently unsupporting resorts so we can host awareness booths and Eco-snorkel briefings with their guests.
- Improve the impact and efficiency of the awareness booths around the islands.
- Sell Ecoteer merchandise at the booth and also products on behalf of PILA, for example kuih.

General Requirements

- Ensure a good level of communication between yourself, higher management, interns, volunteers and villagers at all times.
- Leadership to coordinate and manage the team.

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- Undertake and demonstrate consistent planning of your workload and adhere to self-set deadlines.
- Meet regularly with your interns and volunteers.
- Complete reports as required.
- Provide cover for colleague's leave and illness as required.
- Ensure good financial management by detailing proposed and actual expenditure and filing receipts.
- Travel for the purposes of work following agreed timetabling and budgets.
- Provide adequate notice of any travel needed whether work related or personal.
- Must display a professional example to volunteers and colleagues at all times.
- Must adhere to all safety measures, protocols and procedures as directed by Ecoteer.
- Must notify higher management of issues that affect the completion of set tasks.
- Take on tasks in addition to the descriptions above as delegated by higher management that are deemed fair, achievable within the present task load and within the person's capability.

Personal Specification

- Fluent in written and spoken Bahasa Malaysia and English.
- Likes being a leader and takes ownership of their work.
- Excellent communication skills and confident public speaker.
- High level of organization and ability to meet deadlines.
- Knowledge of the work of Ecoteer, marine and community conservation in Malaysia.
- Knowledge of traditional Malaysian culture.
- Competent in using Microsoft Office.
- A flexible and adaptive approach.
- Must be comfortable in accessing assistance for a demanding role.
- Experience of working within a community and relevant bodies.
- Be comfortable around children.
- A confident swimmer

Benefits

- RM1,800 per month - + all food and accommodation expenses whilst on the island.
- Personal room at the Ecoteer House, Pulau Perhentian

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- Food whilst at project site Pulau Perhentian
- 1 day off per week and a block of 4 days off per month during the project season (February to November).
- Free wi-fi
- Work related expenses
- Personal insurance including medical.
- RM25 per head for facilitating groups (NOT GENERAL VOLUNTEERS AND CORPORATE SPONSORS)

Qualifications required

- Teach English as a Foreign Language (TEFL).
- Valid first aid certificate.
- Everyday bookkeeping.

PRINT NAME: SIGNED: DATE: