



[Programme Assistant, Forestry & Natural Resource Management] - Role profile

Location	Maiduguri	Department	International
Reports to	Program Officer Agronomy /Forestry and Natural Resource Management	Salary Band	G
Matrix manager		<u>Competency level</u>	1

Role definition

Role purpose

The Programme Assistant Forestry and Natural Resources Management (PAFNRM) will be responsible for implementing all Forestry and Natural Resources Management (FNRM) project activities in the target communities in Malakyariri in Mafa LGA, both directly and indirectly through training/mentoring of project Beneficiaries (PBs) and community volunteers linking up with BOSADP, other NGOs and private sector actors at the community level.

Key outcomes

Under the direct supervision of the Livelihood Coordinator and in collaboration with the community volunteers and other team members of the program and of the base, the PAFNRM will:

- Facilitate initial community entry activities.
- Implement the community forestry and natural resources management project plans and make recommendations for approval of community project activities
- Facilitate the training of beneficiaries on tree nursery and tree planting.
- Facilitate Natural Resources Management-related surveys in communities on tree nursery and tree planting.
- Prepare action plans and provide direct support to beneficiaries through visits, in line with the action plans and as required.
- Facilitate links and referral relationships between the beneficiaries and community groups and local sources of support.
- Ensure all documentation, reports, and records on tree nursery and natural resources management from the community are maintained per agreed procedure, and information is provided on community activities as required.
- Co-facilitate step-down trainings with beneficiaries and community groups on various topics under construction of drainage ditches, tree nursery, and tree planting as outlined in the implementation plan.
- Support beneficiaries and community groups to conduct assessments/project tree nursery and natural resources management activities to all especially women and youths in the communities.
- Work on facilitating partnerships with relevant tree nursery and natural resources management value chain actors and their service providers (Private BDS providers)



- Support activities on community disaster risk reduction, farmer field schools, asset transfer and revolving fund management, community-based saving, and lending groups opportunities.
- Ensure data collection on tree nursery and tree planting under the technical guidance of the M&E officer
- Coordinate with the community- LGA BOSADP Officers, other NGOs, and private sector actors.

Indirect implementation:

Support Project Stakeholders to implement FNRM program activities in the target communities, as listed above, through:

- Co-facilitation of community training on various issues and topics on the construction of drainage ditches, tree nursery, and tree planting as outlined in the project implementation plan and training modules.
- Work with LGA-based project teams to model techniques and processes for community engagement under direct implementation.
- In subsequent stages of community engagement, provide mentoring and oversight for the activities of the beneficiaries and community volunteers.
- Maintain documentation and M&E systems at the community level: under the technical guidance of M&E officer, work with community mobilizers, beneficiaries, and community groups to ensure that all documents for beneficiaries' groups are kept up-to-date, accurate, and secured; and ensure that information is compiled as needed in an accurate and timely basis to assess progress against activities and outcomes for each community.
- Support the CAID Program Coordinator and stakeholders as required in externally representing the program to government agencies, other implementing partners, and service providers. Help establish referral systems with other service providers at the local level, to be utilized by community volunteers, beneficiaries, and community groups to refer beneficiaries for services not provided by this program.
- Support the community volunteers, beneficiary and community groups to explore opportunities for soliciting additional indigenous support to program beneficiaries from local resources through community and in-kind contributions
- Co-facilitate training activities for external agencies and private sector actors as required, and in line with the programme implementation plan.
- Work with the Finance, Admin, Logistics, Security, Procurement Officers, project partners, and community volunteers to ensure that all financial activities conducted in each community are properly documented in line with CAID policies and donor procedures.
- Other ad hoc tasks as requested by Programme Coordinator.

Role agility

Expected travel per annum Up to 20 days

On call/unsocial hours No

Surge capacity for emergency responses No

In order to respond to ever-changing demands within the environment, Christian Aid operates within an agile framework (both in the workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project-based



working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The PAFNRM should provide community project supervision, promotes and values participatory approaches at the community level throughout the projects cycle, awareness-raising and sensitisation, and all related program activities, Pre and Post forestry-related activities (tree nursery, pitting, transplanting, and management of tree seedlings) Monitoring (PAM) as well as supporting monitoring and evaluation under the direct supervision of the Programme Officer Forestry and Natural Resources Management (POFNRM). During the absence of the POFNRM, the PAFNRM will wholly be accountable for the project under the direct supervision of the Program Coordinator.

Role requirements

Relationships

External

Build strong relationships with partners, networks, donors, stakeholders, and community beneficiaries.

Internal

Build strong relationships with program departments, FSL/WASH Staff, MEAL officers, program managers, M&E units, and all in-country and global staff.

Decision making

Budgetary/savings responsibility

Make decisions to manage community gatekeepers effectively, from the identification of volunteers to the day-to-day management of community FNRM programme teams. Day-to-day decision to ensure community projects are running effectively and supporting the projects informed by Christian Aid's strategy and strategic focus areas. Make contributions around project proposals, ensuring they are prepared and comply with community expectations.

Analytical skills

Works on complex issues. Problems and issues, risks, and benefits may have implications across several project components.

Required to develop new ways of doing things to better meet program goals requiring creative or analytical ability.

Developing self and others

Has direct responsibility for developing, coaching, and motivating community team.

Number of Direct reports

Nil

Overall people management responsibility Nil

Role related checks

Child protection clearance Standard **Counter terrorism screening** Required

Person specification			
Applied skills/knowledge and expertise			
Essential criteria			
<ul style="list-style-type: none"> • Level of Education –Degree in Forestry, and any relevant field with at least 2 years experience • Must have substantial experience in implementing community-level development projects, using participatory engagement and grassroots mobilization techniques. • Experience working on value chain actors and their service providers (Private BDS providers) • Sound experience working on disaster risk reduction, farmer field schools, asset transfer and revolving fund management, community-based saving and lending groups • Excellent training and facilitation skills with a wide variety of groups having diverse experiences, backgrounds, skills, and education levels. • Experience in handling field-level project implementation and ensuring appropriate basic documentation and accountability at the community/field level. • Excellent verbal communication and listening skills. • Language Requirements: Spoken English-Excellent; Written English-Good (ability to type and prepare reports and other documents as needed.) • Must be able to speak at least one local language predominant in that state. 			
Desirable			
<ul style="list-style-type: none"> • Involvement in relevant value chain projects, and/or those involving vulnerable people, especially those with asset/cash transfer components and/or interventions. • Experience in engaging directly with vulnerable people, facilitating women activities, and/or facilitating vulnerable people’s participation in meetings, discussions, etc. • Involvement in projects and/or initiatives that address issues of power, diversity, exclusion, participation, and gender. • Ability to multi-task, engage in long-term planning, meet deadlines, and handles last-minute demands; exercise patience, and adapt to changing circumstances. 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Basic	Web content design & development	N/A
Internet based collaboration tools and video calling	Basic	Social Media	Basic
Data Visualisation	Basic		
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