



## **Job Opportunity**

## **Job Title: Planting & Monitoring Coordinator**

As Greenpop's Planting & Monitoring Coordinator, you will be the main liaison between us and our beneficiary planting sites in Cape Town and surrounds. You will be responsible for coordinating our site application process, conducting visits of planting sites before planting, facilitating plant days, visiting sites after planting to check trees and speak to our contacts, maintaining the ongoing relationships between Greenpop and our Cape Town urban greening planting sites and assisting with planting days.

Our ideal candidate is very hands on, likes to travel around to different sites every day (has a valid South African driver's licence) checking trees and motivating people, is confident in face to face communication with a variety of people, is able to multi-task when needed, is able to speak to individuals and large groups, is able to speak more than 1 South African language (in addition to English, Xhosa and/or Afrikaans are valuable) is very interested in trees, tree planting/maintenance and education, is solution driven, collaborative and good at planning.

### **Your role will include:**

- Visiting sites to see how suitable they are for tree planting (includes interview with Principal or relevant person). Ecological / Permaculture checklist to be integrated into site visiting.
- Coordinating and arranging planting dates with sites
- Assisting with planting day workshops and facilitating plant days
- Coordinating our monitoring programme (includes the following steps shared between your role and the Urban Greening Programme Manager - weekly smses to sites, regular calls, a follow up visit, encouraging sites to send in survival stats and communicate with us, sending relevant maintenance/educational materials to sites/schools to assist, responding to reported problems with suggested maintenance plans and advice, liaising with points of contacts at sites about follow up plant day workshops, recording all data and keeping spreadsheets up to date and in order).
- Coordinating some logistics for our Education Tree Care Workshops
- Taking interns along with you on monitoring and recce visits to help with the process and tasking them appropriately
- Teaching interns how to assist with certain processes
- Collaborating with other organisations working at certain schools if appropriate to assist with monitoring
- Responsible for coordinating & facilitating pop-up workshops at UGP Beneficiary sites
- Reporting each month on the tree results from your monitoring visits – which schools/sites are doing well and which not, percentages and analysis etc.
- Advertising the programme in the communities we work in to get more applications for plant days.

### **Required experience:**

At least 1 year of work experience.

Experience in one of these listed fields or related work experience would be ideal –

- Horticulture / Permaculture / Tree services / Environmental services
- Education
- Project coordination

### **Required skills and interests:**

- Keen interest in and knowledge of environmental issues and sustainability – must be able to grow things, understand sustainable systems and motivate people.

### **Take this little test... Does this list of words/phrases come up in your conversations sometimes or resonate with you (or at least the majority of them)?**

*Learning, gardens, smart systems, local food, growing, worm tea, composting, recycling, nurseries, seeds, heirloom, propagation, sustainable living, tomatoes, sustainable economics, children are cool and seriously smart, business for the future, results, team management, appropriate technology, resource-wise, pigs are excellent animals, South Africa has potential, I can produce results, enterprise development, Ken Robinson, motivating people, modern technology for good, careers that are good for the planet and it's people can result in wealth, wealth is relative and not only related to money, social/environmental businesses should be seen as professional work, Mixit, there are solutions, TED talks, there are ways to work with government departments effectively – we just have to create them, collaboration, how can we*

*Speak to children effectively – what is their language, the world is not doomed, Wangari Maathai, learning happens all the time and everywhere, money is not an obstacle, South Africa has so much opportunity, complex systems are simple if you see the bigger picture as well as pay attention to detail, spreadsheets can be simple and do complex things at the same time, I have a really good memory but I always record things as well – lists avoid mistakes, I am only using a small section of my brain and I want to use more, Albert Einstein, sometimes I wish I could move faster with the same quality of movement, creativity, new science, open communication, hands on learning, I CAN make a change*

- Excellent communication skills in English and at least 1 other SA language (Xhosa and/or Afrikaans are very helpful)
- Excellent people skills – loves speaking to people face to face and on the phone to motivate them. Able to speak to large groups as well as individuals.
- Ability to put ideas into action and report on results
- Able to capture data in spreadsheets
- Excited about working with adults and children
- Must be good with your hands and practical (able to garden, grow things, tie good knots etc.)
- Must be comfortable with visiting sites all over Cape Town (including Khayelitsha, Gugulethu, Nganga, Langa, Mitchell's Plain, Vrygrond, Masiphumelele, Hout Bay, Stellenbosch, Somerset West etc.)

**Other requirements:**

- Driver's licence (Own transport would be valuable but not a requirement)
- Valid South African ID or valid work permit if not South African
- Based in Cape Town
- At least 2 South African Languages – able to speak (don't have to write in both)

**Helpful skills (not requirements):**

- Knowledge of Google drive and excel
- Mapping (or a love of maps)

**Remuneration:**

Negotiable dependent on experience. Range is between R8000 and R11500

**Start date:**

During September 2017

**How to apply:**

Please send the following two documents as attachments in one email to Lauren O'Donnell ([lauren@greenpop.org](mailto:lauren@greenpop.org)) by 12 noon on **Monday 21 August 2017**

1. Application form - please answer the questions below and send your answers on a separate word document (numbered exactly according to the questions with the same headings)
2. Your CV

**Application Form:**

**A) Personal info**

- 1.1 Name
- 1.2 ID number & Birth date
- 1.3 Complete these sentences using less than 70 words for each one:
  - 1.3.1 In my work life, I'm motivated by ...
  - 1.3.2 Something that really annoys me in the workplace is ...
  - 1.3.3 Three words that describe my ideal workplace are ...
  - 1.3.4 The value of capturing good data on projects is ...

**B) Experience**

Write 1 or 2 short sentences on what your experience is with the below. If you have no previous experience, this is also fine, just tell us honestly.

1. Google spreadsheets / excel
2. Urban Greening
3. Ice-breaker games

4. Group facilitation
5. Public education system in SA

**C) Motivation**

1. How do your specific skills and experience relate to this role?
2. Why do you want to work at Greenpop?
3. What is your expected salary range?