



Greenpop

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Job Opportunity 2017

Job Title: Greenpop Foundation Programmes Manager

As Greenpop's Programmes Manager, you will be responsible for overseeing and managing all of our planting, sustainability and education programmes. Greenpop runs urban greening, reforestation, eco-education and forest protection programmes. We are looking for someone to oversee all of our programmes so that they are streamlined and held. Some of the programmes have full time managers and others have part time managers who would fall under the guidance of the overall Programmes Manager.

Our ideal candidate is an excellent project manager, has experience with ecological projects, is comfortable with creating and managing project budgets, can conceptualise an idea and implement it with a team, can set up project teams, is good at managing people, has experience with reporting, is highly organized, is comfortable with multitasking and is passionate about our environment.

Your role will include but not be limited to:

- Overseeing and developing current programmes for maximum impact
- Conceptualising and implementing new environmental programmes that align with Greenpop's mission (To plant trees, grow gardens and educate for action in southern Africa).
- Managing / overseeing all project budgets
- Managing all project teams (and setting up teams where needed on contract)
- Managing and overseeing project reporting
- Measuring impact of projects and adapting for improvement continually

Required experience:

At least 2 years of project management work experience.

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

- Project/People management (in any field where a project had to be rolled out from beginning to end – where a cycle of processes where necessary or a programme needed to be followed from idea to implementation and follow up, team management, etc.)
- Systems development (roles where systems had to be created and followed that involved people, multiple stakeholders, and implementation etc.)
- Ecology project management
- Education project management

Required skills and interests:

- Must enjoy processes or systems that follow a timeline and need follow ups, constant checking, coordination, multitasking, planning, administration, budgeting.
- Keen knowledge of environmental issues, ecology and sustainability – must be able to grow things, understand sustainable systems and activate people.
- Computer literacy and adequate written skills for digital communications

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, smart systems, trees are important, local food, growing, effective altruism, worm tea, composting, recycling, nurseries, seeds, I love admin, heirloom, propagation, sustainable living, tomatoes, sustainable economics, business for the future, results, impact maximization, 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, there are solutions, TED talks, there are ways to work with government departments effectively – we just have to create them, collaboration, 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, budgeting, 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, I wake up at night with ideas to change the world, creativity, new science, open communication, hands on learning, I CAN make a change

- Ability to put ideas into action and report on results (in measurable terms and according to a timeline)
- Excellent communication skills in English and possibly another South African language – see below
- Good understanding of and very comfortable with spreadsheets and budgets
- Strong organizational skills
- Excellent people skills
- Ability to manage a team
- Must be good at admin and comfortable with planning and managing, allowing others to implement and be out in the field – you are the planner, coordinator, strategist, budget manager. You also love working in the field and are practical and great at it, but you don't mind being the manager too. Full days in an office don't scare you at all, neither do full days in the field.

Other requirements:

- Driver's licence (Own transport would be valuable but not a requirement)
- Valid South African ID
- Based in Cape Town
- Able to work in Greenpop's Cape Town office and travel for work when needed.

Helpful skills (not requirements):

- Additional South African languages are valuable but not a requirement. Should be keen to learn in own time
- Knowledge of Google drive
- Excel wizardry is always helpful
- Mapping (or a love of maps)

Remuneration:

Dependent on qualifications and experience – somewhere in the range of R11 000 and R16 000 to start, but negotiable if candidate has the right experience to take our programmes to the next level. Please note that Greenpop Foundation is a small/medium non-profit organisation. The salary will not be able to compete with similar roles in more established organisations (but the excitement certainly will). However, we believe we have room for growth and are looking for someone who is keen to grow with us in the long term. This role is designed to grow into the Greenpop Head of Programmes. We will favour someone with good project management experience.

Start date:

Between March and April 2017 but we are slightly flexible.

How to apply:

Please send the following two documents as attachments in one email to Lauren O'Donnell (lauren@greenpop.org) by 12 noon on **Friday 10 February 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 for Greenpop Foundation Programmes manager

A) About you

1. Name:
2. Complete these sentences using less than 70 words for each one:
 - 2.1 I feel fulfilled when I ...
 - 2.2 I am driven and motivated by ...
 - 2.3 One of my role models is ...
 - 2.4 One of my vices is ...

- 2.5 One of the weirdest jobs I've ever had was ...
- 2.6 I'm very particular about ...
- 2.7 One of my favourite TED talks or POD casts is ...
- 2.8 Friends and family describe me like this ...
- 2.9 Something that really annoys me is ...

B) Project Budgeting

Please create a simple budget (using Google spreadsheets) for a 1-day educational workshop on permaculture. We would like to work out what the workshop for 20 ground staff members from 20 of our Urban Greening Programme school sites in the Cape Flats is going to cost us. We need to create a 'price' for the workshop in order to know what to ask a potential donor for per workshop.

This is hypothetical so please include what you imagine would need to be included in a 1-day permaculture workshop for 20 people coming from different locations. Try to create something that could be replicable for various projects. Here are some suggestions:

Please use Google spreadsheets to create this and send a viewable link to the sheet in your application form.

C) Email response

Write your response to the following email, which was sent to the Greenpop info box and was forwarded to you. Even though you don't know the exact facts and methods, please write what you would imagine and like to be the case if you were in this position.

Hi Greenpop team

I would like to know how you measure the survival rate of the trees you plant?

D) Terms

Write a few sentences on what the following terms/words/names mean to you or what you know about them. You don't need to define them, rather tell us your thoughts on them / knowledge / ideas etc.

1. Urban Greening
2. Reforestation
3. Ecological rehabilitation
4. Monitoring and Evaluation
5. Donor Reporting
6. Impact reporting
7. Carbon Footprint
8. Google Drive

E) Motivation

1. Why do you think you would be a good fit for Greenpop?
2. Why do you think you would be particularly good at this role (described above)?
3. What is your expected salary range (please see our projected range above and comment in relation to this)?

Thanks!

Please remember to create a separate word document with your answers (numbered exactly as above) and attach this with your CV in an email to lauren@greenpop.org by 10 February 2017