



Job Opportunity

Job Title: Cape Town Urban Greening Programme Manager

The reason for this role at Greenpop is so that our Urban Greening Programme is managed effectively. The programme is undergoing exciting changes in response to the water-crisis in Cape Town and to lessons we have learned on our journey thus far. The programme aims to effectively green 10-to-15 school sites over the next 2-to-3 years and provide robust water-wise systems and education programmes for these school partners. It requires a good understanding of Greenpop as a whole, a keen passion for urban greening, urban ecology, fynbos, trees and water-wise systems, strong people skills and excellent project management skills as there are many stakeholders involved in this programme. It also requires being hands-on and having clear management systems to ensure all processes are documented, all relevant data and stories from the field are captured for impact reporting, and that team members/contractors are clearly tasked and doing their jobs effectively.

Greenpop's Urban Greening Program is on a mission to inspire an urban future where nature and ecosystem services are abundant and both accessible to, and co-managed by, an active and inspired citizenry. We're doing this by greening under-greened schools/community centers with indigenous vegetation and water-wise systems as well as empowering and educating community members to value and care for their environments. This type of social engagement can uphold biodiversity and ecosystem services for the greater urban area while increasing the ecological linkages between other areas of biodiversity.

Our ideal candidate is knowledgeable about urban ecology and urban greening, very organised, and can manage digital and written content and data. They provide a balance between being hands-on as well as good at desk work to coordinate, manage and strategize about the programme. They have some experience or knowledge about technical writing, solution driven, collaborative, strategic and are **excellent at project management** (can hold a lot of balls in the air at once and make numerous stakeholder connections with ease).

They are passionate about the environment and empowering people to be change-makers in their communities. They are also culturally sensitive, motivated, adaptive and enthusiastic!

The role will include:

- Developing and strategically creating new ideas and best practice for this exciting change in Greenpop for the CT Urban Greening programme
- Driving and implementing the pilot of this newly adapted programme
- Executing the programme fully with strategy and development for adaptive response along the way
- Fully managing our Urban Greening Programme in Cape Town and any contractors involved
- Coordinating and arranging all planting day logistics including times, locations, directions, job sheets, staffing (employing freelancers if needed), amount of trees/plants/water tanks, partner liaising etc.
- Facilitating planting days (and training external facilitators)
- Managing our Education Workshops – developing the content, curriculum, invites and follow-ups with relevant beneficiaries, transport etc.
- Teaching interns how to assist with certain processes connected to Urban Greening Programme
- Creating and maintaining a healthy relationship with beneficiary sites and their stakeholders., ensuring that they are supported and have full buy-in into the project processes.
- Managing the reporting for the Urban Greening Programme, including story-telling from beneficiary sites for social media.
- Attending relevant workshops and events as a Greenpop representative, and seeking out productive partnerships with other organisations active in the space.
- Assisting in grant/proposal writing to expand and further the work of the UGP and maintain it in perpetuity.

Required experience:

At least 1.5 years of work experience.

Experience in any 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 and budget management, etc.);

- Systems development (roles where systems had to be created and followed that involved people, multiple stakeholders, and implementation etc.);
- Education; and/or
- Logistics and administration.
- A background of experience in horticulture/gardening/botany/ecology beneficial

Required skills and interests:

- Must enjoy driving processes or systems that follow a timeline and need follow ups, constant checking, coordination, multitasking (as different beneficiaries could be at different points in the programme at one time – needs to be managed and coordinated effectively);
- Must be able to independently and proactively drive the project from inception to completion;
- Keen interest in and knowledge of environmental issues and sustainability – must be able to grow things, understand sustainable systems and activate people;
- Keen interest in community development work;
- Computer literacy and adequate written skills for digital communications;
- 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;
- Strong organizational skills;
- Excellent people skills;
- Excited about working with adults and children; and
- Ability to manage a small team (including interns and volunteers).

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, gardens are important, 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, water-systems, grey water, 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 its 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, 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.

Other requirements:

- Driver's licence (own transport would be valuable but not a requirement)
- South African ID or valid work permit if not South African; and
- Based in Cape Town.

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 and Excel is very important;
- Mapping (or a love of maps).

Remuneration:

Negotiable dependent on experience in project management in a similar field and relevant qualifications. Range is between R168 000 and R216 000 gross salary per annum.

Start date:

To be confirmed - depending on Cape Town drought.

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 **Tuesday 30 January 2018**.

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 Cape Town Urban Greening Programme Manager at Greenpop**A) About you**

1. Full name and date of birth:
2. Complete these sentences using less than 70 words for each one:
 - 2.1 I am driven and motivated by ...
 - 2.2 One of my role models is ...
 - 2.3 One of my vices is ...
 - 2.4 One of the weirdest jobs I've ever had was ...
 - 2.5 Friends and family describe me like this ...
 - 2.6 Something that really annoys me is ...

B) Project management

Greenpop has been awarded R2 000 000 by the Global Environment Fund to undertake a 3 year urban greening project, creating biodiversity gardens in 10 under-greened schools on the Cape Flats. The project's objectives:

- I. Creating thriving biodiversity gardens on undergreened school grounds which assist in increasing presence and access to biodiversity and ecosystem services and reconnecting urban green corridors.
 - II. Encouraging environmental stewardship from multiple stakeholders (ground staff, teachers, parents and students)
 - III. Installing greywater systems to ensure the garden is water-wise and passively watered.
 - IV. Increasing active engagement, biophilia and improved environmental awareness from stakeholders (ground staff, teachers, parents and students) through capacity building workshops.
1. Please create a brief work plan listing actions that you envision would need to take place over the FIRST YEAR in order to achieve the above listed objectives.

Please answer these questions at the end of your work plan as well:

2. How would you go about gaining stakeholder buy-in?
3. Would you require the use of any service providers/experts/consultants?
4. How many plant days/workshops would you hold in a year at each site?
5. How would you ensure the sustainability and continuity of this project even after Greenpop's in-person work was done?

C) SMS

We send bulk weekly SMSes to our urban greening sites with watering tips, tree care advice, reminders etc. Please formulate 1 sms (no more than 200 characters) that will be sent out in the month of February 2018. When formatting this, please consider the month, the season, any other relevant factors.

D) Terms

Write 1 or 2 sentences on what the following terms/words/names mean to you or what you know about them:

1. Monitoring and Evaluation
2. Socio-ecological system

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?

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 12 noon 30 January 2018.

