

TERMS OF REFERENCE PROGRAM MANAGER

The Roatan Marine Park's Program Manager is responsible for the Education and Outreach Program, as well as the Community Development Program.

1. Background

Roatan Marine Park (RMP) is a Non-Profit Organization, leading efforts to ensure the future of Roatan's reef and associated ecosystems.

RMP runs a broad range of activities, including patrolling, marine infrastructure, education and public awareness, alternative livelihood projects, marine research, and coral restoration.

2. Objective

Design, support and supervise the development of environmental awareness strategies, as well as alternative livelihood programs that will help to minimize the impacts of human activities on the ecosystems of the Bay Islands National Marine Park.

3. Scope of work

Roatan Marine Park's Program Manager works as liaison between the Roatan Marine Park and schools, authorities, businesses, dive centers and communities of Roatan to raise awareness about best practices for the marine ecosystems and to implement community-based initiatives, aiming to support a sustainable socio-economic development.

Furthermore, the Program Manager builds relationships and coordinates with local and international donors, authorities, governmental organizations, educational institutions, and other NGOs to join resources and expertise for the conservation of marine ecosystems and the wellbeing of local communities.

4. Reports to: Executive Director

5. Location:

The position is based in Roatan island (Honduras), with regular local, regional, and international travel.

6. Areas of Responsibility

1. Design and supervise the Education and Outreach Program.
2. Design and supervise the Community Development Program.
3. Support the overall development of RMP's strategic plan.

4. Coordinate and supervise the elaboration of Education materials for different target groups and platforms (brochures, videos, presentations, manuals, publications, etc).
5. Design and write proposals related to Environmental Education and alternative livelihoods projects.
6. Promote strategies that will help involve local ethnic communities into the conservation efforts.
7. Collaborate with other RMP staff members on the elaboration of proposals and grant execution.
8. Build relationships with NGOs and other organizations at a local and international level.
9. Collaborate with other NGOs and governmental bodies serving Roatan to identify and implement priority environmental education and alternative livelihood projects.
10. Organize meetings, training and workshops for community members, organizations and leaders as needed.
11. Serve as liaison on boards, meetings, and events and to build relationships with individuals, businesses, community leaders and other key actors in communities at local and international level.
12. Coordinate volunteers to assist in environmental education and community development activities.
13. Work with other Roatan Marine Park staff to maintain and update RMPs social media platforms (Facebook, Instagram), and other operational activities.
14. Any other activity linked to the RMP Annual Plan, in terms of education and community development programs.
15. Hold weekly meetings with the Program Coordinators for updates, reporting and planning.

7. Qualifications and Experience

- Master's degree, with a background in Social or Environmental Science/Biology/Eco tourism, Marine Sciences, or related fields.
- Must be fluent in written and spoken English and Spanish.
- Must be a Honduran citizen or a resident (authorized to work in the country).
- At least 6 years of experience developing social programs.
- At least 2 years of experience managing teams.
- At least 2 years of experience working with non-governmental organizations.
- At least 4 years of experience preparing technical reports for supervisors and donors.
- Must be able to commit to at least 2 years.
- Driver's license, preferably.
- Diving experience, preferably.

8. Personality traits

To effectively carry out the position of Program Manager must exhibit the following:

- Be a team player.
- Be proactive and capable of multitasking.
- Must be passionate and able to promote the cause.
- Be outgoing and able to effectively communicate with people of diverse cultural backgrounds.
- Be able to walk into unfamiliar situations and effectively build relationships.
- Have excellent communication skills and be able to deliver the RMP's conservation message of RMP.
- Be able to work up long hours on days when needed as well as be available after hours for Roatan Marine Park events and emergencies.
- Facility to understand the community and various target audiences of Roatan Island.

9. Duration of Service

Permanent position, including an initial 2 months' trial period.

10. Selection Criteria

Main criteria will be on qualifications, experience, and personal profile. 2 References are required.

11. Expected time to start: As soon as possible.

To apply please email your CV to dianaf@roatanmarinepark.org, Cover Letter (including salary expectation).