

## JOB DESCRIPTION

### GreenMatter Fellowship Co-ordinator

GreenMatter is a public-private initiative that partners with South Africa's environmental and educational agencies and institutions in developing graduate level biodiversity skills and supporting social-equity transformation. It is co-led by the South African National Biodiversity Institute (SANBI) and the Lewis Foundation. The partners share a vision of a bright future, in which committed highly skilled people work together to care for biodiversity for the benefit of all South Africans.

A key GreenMatter initiative is the GreenMatter Fellowship, which began in 2012. The Fellowship is designed to connect a community of outstanding Biodiversity champions and leaders, to support their professional development and positively profile their work and the biodiversity sector. The GreenMatter Fellowship offers a range of development opportunities and welcomes outstanding graduates, young professionals and established leaders from all walks of life. It emphasises camaraderie, community and peer learning, while encouraging individual excellence.

We are seeking an energetic, self-starter to join a small, high performance team in the role of the GreenMatter Fellowship Co-ordinator. This position is offered as a **one year contract**.

#### **Areas of Responsibility**

The Fellowship Co-ordinator will be the operational lead on the GreenMatter Fellowship, handling all day to day issues and liaising directly with the Fellows, Senior Fellows, service providers and other relevant stakeholders.

#### **Communications:**

- Handling all operational comms, including co-ordination of communications between the Fellowship participants and the rest of the GreenMatter team.
- Externally, including dissemination of the calls for applications – e.g. liaison with University Financial Aid offices and Heads of Dept, particularly at HBUs, sector employers, potential nominators (of Senior Fellows) and Senior Fellow Assessment Committee members.
- Among the Fellows – regular contact re: general progress, any issues/problems, relationships with mentors, learning groups etc.
- Among the Alumni (from mid-2013 onwards) – regular contact re: career development, areas of activity, contact details etc.
- Liaison with service providers, in particular Canon Collins Trust, who administer the Fellowship application and awards process.
- Supporting the generation of updates and reports for various audiences, including funders and supporters.
- Participating in team and external meetings related to the Fellowship.

#### **Logistics and Finance:**

- Leading the logistics of Fellowship orientation and professional development events (including 2 Fellow workshops per year, potential alumni or regional events).
- Managing Fellowship professional development event budgets.
- Drawing up the Fellowship disbursement schedules and following up on payments.
- Organising the Senior Fellow Assessment Committee meeting (annual).



**Facilitation of Mentoring and Networking:**

- Supporting the identification and approaches to mentors and potential mentors.
- Connecting with sector discussions on mentoring.
- Supporting the identification and relaying of networking opportunities to Fellows.
- Managing online discussions/e-platform groups and posting of information therein.

**Record Keeping and Administration:**

- Maintaining hard and soft copy files on each of the Fellows/Senior Fellows, the Recruitment and Selection Rounds, and establishing/maintaining a database of Fellowship contacts.
- Updating application and reporting formats (annually or as required).
- Gathering information to support the monitoring and evaluation of the Fellowship.

This list is not intended to be comprehensive and the Fellowship Co-ordinator will be expected to work flexibly, taking on additional tasks as required, and to participate as a member of the GreenMatter core team.

**Criteria****Essential** – a demonstrable track record of:

- Excellent communications skills, including strong written and spoken English
- Excellent numeracy and budgeting skills
- Strong organisational skills and handling of information
- Able to work well as part of a team and use their own initiative
- Approachable and able to relate to people from a diverse range of backgrounds
- Sound judgement and sensitive handling of confidential information
- An understanding of the biodiversity sector and/or higher education sector
- Willingness to travel within South Africa

**Highly Desirable**

- Experience of other Fellowship or Scholarship schemes
- Fluent in at least one official African language

**Qualifications**

- Minimum of an Honors level degree and 3-5 years work experience

**Contract Conditions:**

Duration: 1 year contract

Start date: 1 February 2013 (or as soon as possible thereafter)

Location: Rosebank, Johannesburg (no relocation allowance will be paid)

**To apply:**

Please forward your CV and a cover letter explaining why you are suitable for the role, including details of 2 referees and your salary expectations, to [phccsrecruitment@gmail.com](mailto:phccsrecruitment@gmail.com) by **14 January 2013**. Include 'Fellowship Co-ordinator' in the title of your email.

Only shortlisted candidates will be contacted.

The Fellowship Co-ordinator will be contracted by the Lewis Foundation. The Lewis Foundation is an equal opportunity employer. This is an affirmative action appointment and applicants from previously disadvantaged groups are particularly encouraged to apply.

