



TERMS OF REFERENCE

Nursery and Conservation Business Officer

Reporting to: Conservation Business Manager

Introduction:

Ya'axché staff are expected to work cooperatively with others, demonstrate flexibility in organizing work, have good communication skills and demonstrate thoughtfulness in decision making. Staff must be non-judgmental and receptive, live up to the values of integrity, respect and professionalism while reflecting genuine concern toward both the biosphere and the communities where Ya'axché is active.

Purpose:

The nursery operations fall under the Ya'axché Institute for Conservation Education (YICE) and play an important role in providing quality seedlings to farmers supported through Ya'axché projects and to the public.

The Nursery and Conservation Business Officer will coordinate and oversee the day-to-day operations of the YICE nursery, ensuring effective planning, seedling production, nursery management, record keeping, inventory control, seed sourcing, distribution and continuous improvement in accordance with approved annual production targets and workplans. The position also provides operational support to YICE ecotourism and field-station activities when required.

Officer Position: Entry Level (Level 1)

Primary Relationships

- Supervisor: Conservation Business Manager
- Directly Supervises: Nursery Keeper, Facility Keeper temporary nursery workers, nursery volunteers, as assigned
- Work Closely with: Conservation Business Director and Marketing & Communications Manager-YICE
- Agricultural Extension Officers
- PAM/COL/SCI Teams

Key Areas of Responsibility

- Nursery planning, production and technical coordination
- Nursery team coordination and supervision
- Nursery management systems, records and inventory
- Seed sourcing, propagation and continuous improvement
- Seedling distribution, customer service and nursery-related sales support
- ETB and field station operational support

- Project Managers
- Finance and Admin staff, as relevant



Main Duties and Responsibilities:

The Nursery and Conservation Business Officer are accountable for:

- 1. Oversee the planning and management of the nursery to achieve its annual production goals and workplan.
- 2. Develop and implement Nursery Management plans and procedures/Nursery Guidebook in collaboration with Marketing & Communications Manager -YICE
- 3. Provide technical guidance and practical support to the nursery team on all aspects of nursery management, including plant growth and development, pest and disease management, irrigation, fertilization, soil management and propagation.
- 4. Support and conduct small-scale nursery trials and experiments, document results, and apply relevant findings to improve nursery practices and seedling production. In collaboration with Nursery Keeper collect and maintain accurate nursery records and monthly/quarterly reports, including seed acquisition, germplasm collection, germination, plant development, production cycles, seedling inventory, distribution and sales, and maintain the Plant Development Register with relevant species-specific information.
- 5. Promote and implement environmentally responsible nursery practices, including composting, soil conservation, and appropriate low chemical approaches to pest and disease management
- 6. Liaise with project managers for the production and distribution of seedlings, ensuring agreed production requirements and timelines are communicated and followed
- 7. The Nursery and Conservation Business Officer will supervise the Nursery Keeper and provide oversight of the day-to-day nursery operations and activities.
- 8. The Nursery and Conservation Business Officer will supervise the Facility Keeper and provide oversight of facility maintenance, cleanliness, and general upkeep.
- 9. Liaise with Conservation Business Manager to provide operational support to ETB and field-station activities when required, including assigned tour logistics and coordination with relevant service providers and staff, and assisting with visitors and facility readiness and other operational needs as required.
- 10. Maintaining a professional representation of Ya'axché, especially to the communities in which Ya'axché works.
- 11. Performing reasonable duties consistent with the position's responsibilities and skills as assigned by the Conservation Business Manager.

Outcomes and Performance Indicators to be achieved by the position:

Outcomes	Performance Indicators
1. Seedling Production	

High-quality seedlings are produced to meet approved annual production targets and project requirements.

- 90% of Annual nursery production targets are achieved.
- Production calendar developed by January each year
- Seedling survival rate maintained at an agreed minimum percentage
- Seed and rootstock are sourced in a timely manner.
- Production cycles are planned and implemented.
- Plant growth and development are monitored.

2. *Nursery Management*

Effective planning, record keeping, inventory and reporting systems are maintained.

- Accurate records of all nursery operations, including data collection, inventory, and nursery experiments are maintained.
- Nursery plans and calendar are implemented.
- Nursery procedure and guidelines are followed.
- Production cycles are created for the year.
- The nursery's germplasm collection is updated and maintained.
- Opportunities for improvement in nursery practices and procedures are identified and implemented.
- Nursery Keeper, volunteers and temporary workers are effectively coordinated.
- Nursery supplies, tools and equipment needs are identified and communicated.
- Nursery challenges are identified and addressed in a timely manner.
- Technical guidance and support are provided to the nursery team

3. *Nursery Sales*

Seedling distribution and nursery related customer service support YICE's conservation business objectives.

- Customers are assisted with plant selection, provided with expert advice and recommendations.
 - Customers' orders are managed, ensuring accurate transactions and efficient fulfilment.
 - Nursery products are diversified to increase its revenues.
 - POS system is used to properly record nursery sales and create monthly reports on sales and inventories.
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- New potential customers for the nursery are identified and prospected.
 - Positive relationships with customers and partners built and maintained.
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 - Lead the participation of nursery at organizational events to increase sales.
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Place(s) of work:

- Main Office: #3 Ogaldez Street, Punta Gorda, Toledo District, Belize
- Golden Stream Field Station, Golden Stream Community, Toledo District, Belize
- Maya Golden Landscape in southern Belize

Qualifications:

Education Level, Experience, and Specific Skills:

- Associate degree in agriculture or related field
- Experience in agriculture or nursery management
- Deep understanding of nursery management practices.
- Experience working for conservation and/or development NGOs.
- Knowledge using accounting software to record sales, create invoices, quotations and payments
- Proficiency in basic computer applications such as Microsoft Office Word and Excel.
- Experience supervising a team.
- Excellent communication and interpersonal skills, with the ability to build rapport with customers and colleagues.
- Sensitivity to the needs of persons with low literacy and/or English as a Second Language (ESL) when creating written materials.
- Self-motivated and able to work independently with minimal supervision.
- Ability to develop and implement nursery plans and procedures.
- Ability to conduct nursery experiments and research.
- Ability to troubleshoot and resolve nursery problems.

Desired Qualities:

- Associate in agriculture or business management is an asset.
- Strong record-keeping skills.
- Ability to work with a wide variety of individuals (including a multi-cultural in-house team) by using tact, diplomacy, and flexibility, resolve conflict effectively.
- Ability to manage multiple tasks and allocate time effectively to meet internal and external deadlines.

- Ability to lead and operate as part of a team in a dynamic environment, as well as self-motivation, drive, and enthusiasm to work under own initiative.
- Ability to think strategically, logically and to apply common sense, meticulous attention to detail, dependable and reliable, with a positive attitude.
- Ability to work under pressure and to manage time effectively to meet deadlines.
- Valid driver's license.