



TERMS OF REFERENCE

Agroforestry Extension Officer

Reporting to: Community Outreach & Livelihoods Director

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 COL program seeks to address the socio-economic situation of the communities within and adjacent to the Maya Golden Landscape (MGL) by promoting cacao-based agroforestry and other better agriculture practices. Specifically, the COL program will promote community micro-enterprise development and other eco-friendly activities through agroforestry as part of an integrated farming system. It also focuses attention on 'enhancing livelihoods' as the main goal of community enterprise activities. It contributes to building local capacity, environmental education, supporting the implementation of community plans, and supporting community links with other programs of the organization.

Officer Position: Entry Level (Level 1)

Primary Relationships

- Supervisor: COLD
- COL Director
- Supervisees: None
- COL/PAM/SCI/YICE Teams
- MGL Communities: Groups, Members, Farmers (Youth/Men/Women)
- Main Contact: Regulatory entities and communities (Fire)

Key Areas of Responsibility

- Lead Trainings/Workshops
- Extension Services in Agroforestry/Agroecology
- Networking/Communications
- Inga Alley cropping in the MGL
- Monitoring and Reporting
- Project Management Support

Main Duties and Responsibilities:

The Agroforestry Extension Officer is accountable for:

1. Promoting Ya'axché's mission, vision, goals, and objectives through the COL program by providing extension services to the farmers of the MGL (technical assistance on sustainable land-use, climate-smart practices – agroecology and agroforestry).
2. Committing to the respective communities of the designated area of oversight by always maintaining communication with relevant team members and community groups.
3. Promoting Ya'axché's Agroforestry practices, ensuring that deliverables are met, and that Ya'axché's commitments to project funders in the field are up to speed.
4. Contributing along with relevant team members in the preparation of AOPs and Budgets.
5. Supporting the establishment of experiments and demonstration plots in agroforestry, including assistance in beekeeping, inga alley cropping, organic farming, and fire control burns.
6. Ensuring the Farmer Field School methodology in the MGL communities is implemented by liaising with the Community Liaisons Manager and the Education Outreach Officer.
7. Coordinate the gathering of production data from inga alley cropping plots.
8. Participating in national and international events such as agroecology forums, exchange visits and training on areas related to the COL program.
9. Documenting and file properly farmers' information within the MGL liaising with COL Director for the COL database and farmer profiles.
10. Producing required project outputs (reports, publications, etc.) in a timely fashion as requested by the COL Director.
11. Attending and actively participating in Ya'axché staff meetings.
12. Actively participate in all training sessions organized for the COL staff.
13. When required, interacting with donors during visitations to share views on the work being carried out in the Maya Golden Landscape.
14. Providing training on occasions and on an opportunistic basis for other NGOs, staff, and other interested community representatives.
15. Utilizing Ya'axché online calendars to coordinate/schedule COL extension services and other work activities, including the booking of vehicle use for field work.
16. Regular and timely reporting that satisfies project reporting, and the organizations progress in the implementation of the AOP.
17. Performing any other tasks from time to time that may be requested, highlighting skills and experience.

Outcomes and Performance Indicators to be achieved by the position:

Outcomes	Performance Indicators
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1. *Agroforestry/Agroecology Extension Services*

Efficient management of extension services to farmers of the MGL, maintaining an up-to-date COL database with annual engagement of at least 150 farmers involved in sustainable agricultural practices.

- 50% of farmers are satisfied with extension services provided in designated area
- Project activities relating to extension services are operated consistently with organizational mission and values
- Clear understanding of responsibilities of extension services as it relates to the COL Program is maintained
- Farmers are well engaged and in tune with Ya'axché's activities
- Proper records are kept of services provided to farmers (document COL activities and site visits)
- All relevant staff are trained in conducting task by coordinating with COL Director and Manager
- Inga alley cropping demonstration plots remain productive and data is recorded
- Regular extension services in climate-smart practices, such as cacao agroforestry, fire management and inga alley cropping are provided

2. *Community Relationship*

Clear and concise communication and timely coordination are maintained with the buffering, beneficiary communities of the MGL for the continuous implementation of COL Program activities, with potential to establish new working relationships.

- Support to COL team pertaining to any extension work with farmers or community groups is strengthened
- Proper records are kept regarding any community engagement and profiling
- Extension officers are well acquainted with all farmers in the MGL
- Assist in the execution of Ya'axché's local events
- Liaise with community leaders to coordinate the formation of community fire brigades

3. *Expanding Best Agriculture Practices*

Specialty Area: Inga Alley Cropping

Technical assistance for sustainable climate-smart agricultural practices is consistent, innovative and monitored to maintain functional integrated farming systems in the MGL.

- Best agricultural practices are always promoted to farmers
- Lands that have been placed under agroforestry in the specific area are properly documented
- Farmer Field School Methodology is promoted effectively

4. *Project Management and Finances*

Ensure program sustainability of the COL program by innovatively contributing to activities development, project planning and budgeting.

- Participation in annual budget development process with finance and program management staff is maintained
 - Successful implementation of Ya'axché's AOP as it relates to COL is maintained
 - Organizational benefits are maximized within operating budget
 - Flexibility with project managers is maintained
 - Adequate documentation of attendance, activity reports, meeting minutes for activities and administration (hardcopy and digital) is maintained
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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
- Degree in natural resources management or related field is an asset
- At least 2 years of applied agriculture and basic data analysis and management skills
- At least 3 years' experience working with indigenous communities
- Proven leadership skills (5 years' management experience)
- Demonstrated experience and ability to lead
- Proficient in local languages an asset
- Ability to demonstrate disciplined implementation to execute plans
- Experience in working with Maya communities and conservation including the barriers they face to participate in Ya'axché's vision of creating harmony between nature and human development
- Experience in managing donor relationships is an asset
- Experience in Fire Management and other climate-smart agricultural practices
- Excellent organizational ability to get work done through formal and informal channels and use resources efficiently and effectively
- Excellent communication skills, verbally and in writing
- Excellent interpersonal skills to build collaborative relationships and network effectively
- Proactive and future-oriented to identify priorities and focus on getting most important work completed successfully
- Strong communication skills to clearly communicate key messages and have candid conversations

Desired Qualities:

- Familiarity with the culture and traditions in Toledo District is an asset
- 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 work with a wide variety of individuals (including a multicultural in-house team) by using tact, diplomacy and flexibility, resolve conflict effectively
- Ability to provide support in technical capacity building for community-based organizations (gender-inclusive organized groups and cooperatives)
- 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 work under pressure, manage multiple tasks and allocate time effectively to meet internal and external deadlines
- Ability to think strategically, logically and to apply common sense, meticulous attention to detail, dependable and reliable, with a positive attitude
- Effective team player and committed to support and improve the overall work of Ya'axché
- Valid driver's license