



TERMS OF REFERENCE

Community Outreach & Livelihoods Manager

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 **Community Outreach & Livelihoods (COL) Manager** supports the COL program 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 program will promote community micro-enterprise development and other eco-friendly activities through agroforestry as part of an integrated farming system. This position also focuses attention on 'enhancing livelihoods' as the main goal of community enterprise activities. The COL manager contributes to building local capacity, environmental education, supporting the implementation of community plans, and supporting community links with other programs of the organization. The COL Manager is responsible for supporting Ya'axché's COL Program by overseeing the work of extension services in the MGL, supporting the analyses of data, reviewing extension reports, assist in the development of technical reports, and overall support to the program development. The position maintains strong relationships with farmers, program partners, donors, as well as Ya'axché staff.

Manager Position: Entry Level (Level 1)

Primary Relationships

- Supervisor: COL Director
- COL Program Staff
- PAM/SCI/YICE Teams
- Program Directors
- Core Team (Dev/Ops/Admin/Finance)
- Communications & Education Staff
- Key Community Groups & Stakeholders

Key Areas of Responsibility

- COL Program Management Support
- Networking & Logistics Coordination
- Capacity Building Support
- Agroecology (COL) Database Management
- Concession Work Plan Implementation & Monitoring
- Data Collection & Analysis
- Project Management
- COL External Relationships Management

Main Duties and Responsibilities:

The COL Manager is accountable for:

1. Promoting the mission, vision, goals, and objectives of Ya'axché in all interactions within the organization and with other stakeholders.
2. Supporting COL Director to strengthen COL Program and overall internal program management structure.
3. Supporting planning and execution of technical capacity building sessions of the COL Program with MGL communities, adhering to the Farmer's Field School methodology.
4. Revising, updating and strengthening the COL component of Ya'axché's Integrated Forest Management (IFM) database, inclusive of troubleshooting.
5. Supervising data collection, input, quality verification, cleaning, analysis and overall management of IFM database with Agroforestry Extension Officers and COL Director.
6. Ensuring all field reports are submitted on time by Agroforestry Extension Officers, collated and filled properly.
7. Supporting the COL Director with the development of a Livelihoods Improvement Report based on key impacts of the COL Program.
8. Supervising and supporting the COL extension officers to fulfil their roles under the COL program.
9. Maintaining clear communication lines between COL, Science and PAM Directors implementing recommendations to the program.
10. Contributing to the development team project brainstorming ideas to advance resources to the COL Program.
11. Supporting the COL Director in the development of the COL Annual Operational Plan.
12. Contributing to the provision of the overall reporting of the COL Program including the concession model to the Annual Report.
13. Attending COL meetings and representing Ya'axché at district level and national level meetings.
14. Regular and timely reporting that satisfies project reporting, and the organizations progress in the implementation of the AOP.
15. Attending operations meetings, and from time to time, project coalition meetings as a project manager when the need arises.
16. Performing any other tasks from time to time that may be requested, highlighting skills and experience.

Outcome and Performance Indicators to be accomplished by this position:

Outcomes	Performance Indicators
<p><i>1. Overall COL Program Support</i></p> <p>Efficient program support for the implementation of the AOP to ensure high community outreach and livelihoods impact in the MGL.</p>	<ul style="list-style-type: none"> ▪ Logistical support is given to the COL Program to ensure that extension visits are happening on time and that ample information is collected and inputted for analysis ▪ At least 12 training sessions are held annually for farmers in climate-smart practices (cacao, inga and beekeeping) ▪ A team of 3 extension officer increase their capacities to fulfil their duties under the COL Program ▪ Communication and synergies across programs are facilitated ▪ Ensure farmers are well engaged and in tune with Ya'axché's activities ▪ The farmer's database is updated on an annual basis for reporting purposes coordinating with the extension officers ▪ A Livelihoods Improvement Report is produced ▪ Timely field extension services reports are collected, compiled, and saved on the COL Desktop ▪ All relevant staff are properly trained in conducting tasks ▪ COL inventory list is updated on a quarterly basis
<p><i>2. Community Relationship & Networking</i></p> <p>Relationships with beneficiary communities are strengthened and high engagement with farmers/beneficiaries under the COL program is maintained.</p>	<ul style="list-style-type: none"> ▪ Evaluations and Reporting (e.g., Plot assessment results etc.) are documented ▪ Clear communication lines are maintained with beneficiary groups and stakeholders
<p><i>3. Annual Work Plan Implementation and Monitoring</i></p> <p>COL program workplans are developed with team and beneficiary community groups members for the effective implementation and</p>	<ul style="list-style-type: none"> ▪ Annual Workplan for the program is developed ▪ Quarterly review of work plan and adjustment made to reflect the tasks accomplished during that period ▪ Attendance, Activity Reports, Monthly Meeting Minutes are documented.

monitoring of community management models and COL program achievements guided by the AOP.

- Periodic visit to farms is done to monitor trainings and recommendations implementation.

4. Project Management and Finances

Projects are implemented with high satisfaction of achievements, meeting outcomes and indicators; managing budgets resourcefully for the success of the project-related activities of the COL program.

- COL related projects are properly filed and accessible for use
 - Adequate financial resources are allotted to the COL Program
 - Participate in annual budget development process with finance and program management staff
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Place(s) of work:

- Main Office: 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:

- Minimum bachelor's degree in agriculture, agronomy, or other related agriculture field
- Experience in data collection, data entry, and data analysis for Reporting
- Supervisory experience a plus
- Experience in working with farmers and organized groups, and/or providing extension services
- Excellent written and spoken English
- Excellent organizational, communication, interpersonal and planning skills
- Ability to work independently and use resources efficiently and effectively
- Knowledge of conservation and community development issues
- Project management skills
- Strong leadership and upper management background

Desired Qualities:

- Familiarity with the culture and traditions in Toledo District is an asset
- Command of English and Spanish language is an asset
- 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 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