

Job Description:
PROJECT LEADER,
Perhentian Eco Education Project

Fuze Ecoteer Outdoor Adventures, Malaysia (1007598-D)
22 Jalan Setia Impian U13/4F,
40170 Shah Alam
Selangor, Malaysia.



The Role

As the Project Leader you will develop our work within Environmental Education around the Perhentian islands. You will be seen as the face of the project and this should be considered at all times. When representing Fuze Ecoteer you should display a professional standard whilst remaining open and accessible to the community in which we operate.

You will be responsible for managing your team of interns and volunteers to implement and improve ongoing Environmental Education and citizen science at the school and expanding our recycling system established in 2022. Other areas of development include running regular recycling competitions and community tourism activities like Kuih making and Malay Dinners.

As project leader you are also expected to hire adequate staff, hosting weekly meetings and timetabling, bookkeeping and upholding the health and safety of the project. You will be based in Perhentian during the monsoon season but you can request extended leave if granted by the Perhentian general manager.

Key Duties

Education

- To ensure Fuze-Ecoteer's School clubs are successfully performed.
- To establish an ongoing assessment of the impact of the school clubs.
- To develop the lesson plans of the school club with your education intern.
- To ensure all children have suitable permission slips from their parents and that the volunteers behave responsibly.
- To ensure each session is filmed and photos are taken to be uploaded to facebook and other social media.
- Complete a weekly lesson plan /report for each school club session.

Eco-Education House

- Ensure the upkeep and cleanliness of the house.

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- To develop the house as an example for sustainable practices –ie recycling etc
 - To ensure the interns and volunteers keep the bedrooms, kitchen and living areas clean.
 - Weekly thorough clean of the house

Community

- To discuss with relevant parties about attracting more tourists to initiatives like Malay Dinners and Kuih Making sessions.
- Liaise with the Perhentian Turtle Project and the Perhentian Marine Research Station to run and improve the weekly awareness campaigns held each Saturday by the FE team and volunteers.
- Run annual recycling competitions for the school children.

Recycling System

- To continue the recycling system
- To expand the recycling system to cover the entire village.
- Help Projek Waste to expand at long beach.

Management

- Interview and hire adequate intern staff dependent on projected needs of the project.
- Weekly meetings with interns and volunteers where timetabling for the following week is discussed.
- Daily book keeping and budgeting of the onsite project.
- Undertake monthly health and safety assessments of accommodation and planned activities and discuss improvements to higher management.
- Set work schedules and deadlines for interns and volunteers.
- Complete monthly reports including finances and blog article for marketing purposes
- Use and update the Project Leader's SOP/Manual. The manual will help you to understand your role and to organise yourself

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Volunteers & Groups

- Manage your team to facilitate the volunteer program, ensuring the safety and well being of participants at all times.
- Undertake inspections and assessments of accommodation and planned activities prior to the volunteer's arrival.
- Ensure all bookings are made for the program components, including boats, Malay dinners and snorkel tours.
- Be accessible to the volunteer at all times.
- Ensure volunteer funds are evenly spent across a number of businesses/host families.
- Facilitate larger groups at the project and other sites on the Perhentian Islands—ie organize activities and accommodations.

General Requirements

- Ensure a good level of communication between yourself, higher management, interns, volunteers and villagers at all times.
- Undertake and demonstrate consistent planning of your workload and adhere to self-set deadlines.
- Meet regularly with your interns and volunteers.
- Complete reports as required.
- Provide cover for colleague's leave and illness as required.
- Ensure good financial management by detailing proposed and actual expenditure and filing receipts.
- Able to travel for the purposes of work following agreed timetabling and budgets. Provide adequate notice of any travel/ holidays needed whether work related or personal.
- Must display a professional example to volunteers and colleagues at all times.
- Must adhere to all safety measures, protocols and procedures as directed by Ecoteer.
- Must notify higher management of issues that affect the completion of set tasks.
- Take on tasks in addition to the descriptions above as delegated by higher management that are deemed fair, achievable within the present task load and within the person's capability.

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Personal Specifications

- Fluent in written and spoken Bahasa Malaysia & English. Likes being a leader and takes ownership of their work.
- Excellent communication skills and confident public speaker.
- High level of organization and ability to meet deadlines.
- Knowledge of the work of Ecoteer and community conservation in Malaysia.
- Knowledge of traditional Malaysian culture. Competent in using Microsoft Office.
- A flexible and adaptive approach. Must be comfortable in accessing assistance for a demanding role.
- Experience of working within a community and relevant bodies.
- Excellent communication skills and confident public speaker.
- High level of organization and ability to meet deadlines.
- Knowledge of the work of Ecoteer and community conservation in Malaysia.
- Knowledge of traditional Malaysian culture.
- Competent in using Microsoft Office.
- A flexible and adaptive approach. Must be comfortable in accessing assistance for a demanding role.
- Experience of working within a community and relevant bodies.

Benefits

- Free accommodation whilst in Perhentian.
- Monthly communal food budget provided.
- 1 day off per week and a block of 4 days off per month during the project season (January to November).
- 2 days work per week off-season (December).
- Free wifi at Eco-Education House
- Work related expenses