

**Position:** Site Action Facilitator (Intern)

**Reporting to:** Executive Director through the Local Action Manager

**Place of work:** Field and elsewhere as required

### **Position Summary**

The Local Action Facilitator will be part of a site action team responsible for catalyzing biodiversity conservation action. S/he will promote environmental education for the young and public to support perpetual conservation of [Key Biodiversity Areas](#). The facilitator will also ensure [Site Support Groups](#) are vibrant in carrying out their conservation actions including but not limited to public education, advocacy, monitoring and livelihoods enhancement. The Local Action facilitator will also enhance public grassroots engagement in nature conservation and work with the county and local administration to mainstream nature conservation in policy formulation and development projects, among other local actions.

In order to achieve this, you will have specific responsibilities:

#### **A. Reporting**

1. Report to the Executive Director through the Local Action Manager;
2. Support and facilitate the SSGs to carry out their work;
3. Work with all Nature Kenya staff where necessary to ensure the smooth delivery of the organization's activities.

#### **B. Environmental Education**

1. Catalyze the formation of environmental clubs in schools;
2. Facilitate the registration of environmental clubs as Nature Kenya members;
3. Catalyze schools to set up tree nurseries and distribute seedlings through children to plant at home;
4. Manage eco-resource centres and ensure they fully function as environmental education repositories for local communities and visitors;
5. Host children at the eco-resource centres and educate them on environmental matters in their area and outside as necessary;
6. Organize school events around international environmental days for children to celebrate and create awareness;
7. Organize interactive school programs, including environmental art/poetry competitions for awareness creation;
8. Seek help from stakeholders and collaborators to support the running and maintenance of the eco-resource centres;
9. Ensure full involvement of SSGs in carrying out environmental education in schools within their areas;
10. Develop appropriate environmental education materials;
11. Brand the resource centres and schools (climate-smart schools) and other Nature Kenya investments at the site level.

#### **C. Strengthening SSGs**

1. Support the SSGs to maintain an active list of members;
2. Support the formation of action implementation committees and maintenance of current lists of names for each committee;

3. Support SSG to schedule and keep records of their monthly meetings and annual general meetings;
4. Support SSG to uphold their constitutions by holding elections as scheduled, defining the roles of each committee member, submitting timely returns to the registrar, etc.;
5. Assist SSGs in bookkeeping and maintaining records of assets and properties owned by the groups.

#### **D. Community Engagement**

1. Carry out organizational capacity assessments (OCA) to identify gaps and drivers of SSG inaction, report and make recommendations to inform a range of community-focused interventions;
2. Support the development of Site Action Plans for saving species and conserving habitats, promoting ecological sustainability, and improving livelihoods which incorporate monitoring, restoration, influencing favourable government policies and decisions for the retention and protection of nature and providing entrepreneurial training and project development skills for the establishment of supplemental businesses for women and youth;
3. Carry out regular needs assessments to inform the training of SSGs, develop training programs and hold training workshops to address capacity gaps;
4. Work collaboratively with SSGs implementation committees to hold Chief/village, churches, women groups and youth groups meetings to stimulate local nature conservation actions and raise awareness;
5. Ensure engagement of the local administration, i.e. chiefs, village elders, and ward administrators, in the planning and execution of SSG local actions;
6. Coordinate marking of important international environment days (World Wetlands Day, World Environment Day, International Day of Forests, World Migratory Bird Day/Global Big Day, International Day for Biological Diversity etc.) for optimal awareness creation impact while capturing and documenting key details (number and type of participants in attendance, number of people reached, number and type of activities held, tree seedlings planted, the quantity of litter collected etc.).

#### **E. Monitoring**

1. Support in KBA biodiversity monitoring (basic, detailed and common bird monitoring);
2. Review site monitoring protocols;
3. Build KBA biodiversity monitoring capacity of SSGs.

#### **F. Advocacy, Communication and Networking**

1. Assist in building local community voices to enhance grassroots conservation advocacy;
2. Assist SSGs to develop and implement site advocacy strategies;
3. Consolidate information on Nature Kenya/SSG conservation actions and communicate through radio, television, print media, and NK communication platforms.

#### **G. Other responsibilities**

1. Undertake any other task assigned by the Executive Director, Local Action Manager, or other Nature Kenya managers.