

Job title:	Species and Site Action Officer
Place of Work:	Nairobi head office and site level as required
Responsible to:	Executive Director through the Local Action Manager

Job Description

The Species and Site Action officer will oversee the site action team responsible for implementing local biodiversity conservation actions. He or she will work to promote the conservation of [Key Biodiversity Areas \(KBAs\)](#) through stable and active engagement of [Site Support Groups \(SSGs\)](#). The position holder will ensure that the SSGs remain vibrant by carrying out conservation activities, including but not limited to site monitoring, advocacy, environmental education and awareness creation and promotion of resilient community livelihoods. The Species and Site Action officer will also work to enhance public engagement in nature conservation at site levels.

Roles

To achieve this, the position holder will have specific responsibilities listed below:

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. Develop and oversee the implementation of a school environmental program for schools;
2. Oversee the registration of school environmental clubs as Nature Kenya members;
3. Work with Site Action Facilitators to catalyze setting up of school tree nurseries and the distribution of seedlings to children to plant at home;
4. Oversee the management of eco-resource centers and ensure they fully function as environmental education repositories for local communities and visitors;
5. Support Site Action Facilitators to organize school events around international environmental days for children to celebrate and create awareness;
6. Support Site Action Facilitators to organize interactive school programs, including environmental art/poetry competitions for awareness creation;
7. Seek help from stakeholders and collaborators to support the running and maintenance of the eco-resource centers;
8. Ensure full involvement of SSGs in carrying out environmental education in schools within their areas;
9. Develop appropriate environmental education materials;
10. Oversee the branding of eco-resource centers and schools (climate-smart schools) and other Nature Kenya investments at the site level.

C. Strengthening SSGs

1. Ensure that all SSGs to maintain an active list of members;
2. Oversee the formation of SSG action implementation committees and maintain current lists of names and contacts for each of the committees;
3. Facilitate SSGs to schedule and keep records of their monthly meetings and annual general meetings;

4. Support SSGs 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 SSGs inaction, report and make recommendations to inform a range of community-focused interventions;
2. Oversee the development of Site Action Plans for saving species and conserving habitats, promoting ecological sustainability, and improving livelihoods which incorporate monitoring, restoration, influencing favorable 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. Ensure that SSGs implementation committees hold Chief/village, churches, women groups and youth groups meetings to stimulate local nature conservation actions and raise awareness;
5. Ensure that SSGs engage with the local administration, i.e., chiefs, village elders, and ward administrators, in the planning and execution of their local action plans;
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 and ensure that SSGs capture, document and timely avail key event highlights (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 SSGs to conduct biodiversity monitoring (basic, detailed and common bird monitoring);
2. Review site monitoring protocols;
3. Ensure that monitoring data from SSGs is timely availed to populate the scorecard;
4. Build KBA biodiversity monitoring capacity of SSGs.

F. Advocacy, Communication and Networking

1. Support the building of local community voices to enhance grassroots conservation advocacy;
2. Assist SSGs to develop and implement site advocacy strategies;
3. Ensure that information about Nature Kenya/SSG conservation actions is communicated 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.