



## **Expression of Interest: Flights for Forests Project Officer March 2018**

**Position title: Flights for Forests project officer**

**Value: US\$ 4,000 to \$ 5,000 engaged as a consultant to Ecojesuit**

**Location: Negotiated but no fixed office**

**Time frame: 6 months (with possible extension)**

A budget of between US\$ 4,000 to \$ 5,000 is available for the Project Officer, with the 6-month role commencing as soon as possible. Depending on where the project officer is situated, on-costs will be added. This amount includes office costs such as phone, but travel costs will be separately reimbursed where approved in advance by the Project Management Group. The initial six-month contract may be extended at the discretion of the Ecojesuit coordinator.

*Note: Jesuit institutions interested in auspicing the Flights for Forests project officer are welcome to contact the Ecojesuit team.*

### **Background**

Ecojesuit is an ecology network of Jesuits and partners from around the world. Ecojesuit brings together the concerns of communities from the different regions of the world and the responses and actions taken, while strengthening the scientific knowledge that informs such actions and responses.

Ecojesuit Coordinator Pedro Walpole SJ gives direction to the Flights for Forests program and will work closely with the project officer.

Flights for Forests (FFF) is a voluntary carbon accountability scheme started by the Jesuit Conference Asia Pacific (JCAP). Flights for Forests seeks to generate commitment amongst Jesuits and Jesuit institutions globally to support natural resource management at the local level and contribute to helping rural communities affected by global, economic, and climate changes.

Recognizing the impact of Jesuit travel and work in the environment, the JCAP Reconciliation with Creation program developed a simple carbon accountability scheme encouraging Jesuits and partners to participate by contributing US\$ 5 for every flight taken. The money is used to support local and indigenous youth in rural areas to care for creation in very practical ways of regenerating forests and water in their communities in several countries in the region.

Funding for the project officer is coming from the working budget for the Ecojesuit program that is managed by the Environmental Science for Social Change (ESSC), a Jesuit research and training organization in the Philippines, and is not part of the FFF program itself. Please visit [www.ecojesuit.com/jcap-rwc-flights-for-forests/](http://www.ecojesuit.com/jcap-rwc-flights-for-forests/) for more information about this project.



## About the position

We are looking for an enthusiastic person with experience in environmental initiatives and the ability to work independently under the guidance of a Subcommittee.

## Tasks

- Work from an independent office in a self-directed, flexible and effective manner as a self-employed contractor
- Report to the Ecojesuit coordinator or nominated member of the Ecojesuit team
- Undertake carbon accounting and liaise with planting site managers
- Oversee social media presence for FFF including website and Facebook, and publication of marketing material
- Oversee gateway payment system ensuring compliance with jurisdictions where FFF is operating is understood
- Manage enquiries and set up database for on-going FFF activity
- Communicate and market FFF across the Jesuit networks
- Review and adapt FFF program as needed
- Connect with other Ecojesuit initiatives

## Expected Outputs

- A working and interactive FFF website with a gateway payment system in place
- Marketing scheme operative and active links with all the Jesuit conferences and other key Jesuit networks established
- FFF sites to support, with an organizational structure to do the selection and review, site and community selection criteria, and a reporting system back to donors
- An FFF management scheme that is codified, including a review process

## Selection Criteria

- Experience in environmental initiatives
- Experience in marketing projects using social media
- Experience and proficiency in carbon accounting or a willingness to undertake training
- Knowledge and demonstrated understanding of Jesuit ethos and Ecojesuit priorities and communicating with Jesuit institutions
- A proven track record in managing projects on time, on budget and so that agreed milestones are met
- Ability to work independently from a home office as a self-employed contractor with required insurances

## Applications

Expressions of Interest can be submitted by 5pm on Thursday 15<sup>th</sup> March 2018 to [sylviamiclat@essc.org.ph](mailto:sylviamiclat@essc.org.ph) and should include:

- Response to the selection criteria (maximum 3 pages)
- Detailed curriculum vitae
- Name and contact details for two referees who can attest to relevant experience

For further information, please contact Sue Martin at [smmartin@riverview.nsw.edu.au](mailto:smmartin@riverview.nsw.edu.au).