BABANANGO GAME RESERVE

JOB DESCRIPTION

Site/Department	BABANANGO GAME RESERVE	
Position	COMMUNITY AND STAKEHOLDER MANAGER	*Deputy:* N/A
Reports to	Click here to enter text.	*Title:* CEO
Name	Click here to enter text.	
Level	☒ Full time employed ☐ Part time employed ☐ Employed by Contract	Hours: 45hrs/week

General description

- The purpose of this role is to assist Babanango Game Reserve (BGR) in developing, strengthening and implementing good relations with its landowners (3 Community Trusts), its neighbouring communities, its Traditional leadership, Government and quasi-government departments, and all other relevant stakeholders.

Areas of responsibility

- To demonstrate to Community and the Trusts (including the relevant Traditional leadership and all other stakeholders), through regular communication and engagement, BGR's good will and commitment, and genuine and proactive interest in their well-being and development, and to encourage their continued participation, buy-in and support for BGR
- Management and support of the MCL team
- To better understand Community and Trusts' needs and develop and maintain regular and reliable communication between BGR and Community and the Trusts
- To identify all other relevant stakeholders and propose and implement a broader stakeholder engagement and relationship strategy.
- To assist BGR in identifying any potential stakeholder issues early on, as well as identify community and Trusts' needs and ambitions, including potential and viable beneficiation projects
- To capture and consolidate such information for presentation to BGR's management (and the Foundation in relation to beneficiation requests and opportunities), as well as at management meetings, and other relevant BGR and Trust meetings and Forums.
- Regularly Engage and communicate with BGR; the Foundation; Community; Trusts, Traditional leadership and all other identified stakeholders.
- Ensure regular Community Engagement Team (MCL) meetings (feedback, planning, strategizing, implementation, delegation of MCL tasks etc.)
- Ensure all MCL operations and exercises are properly coordinated, managed and monitored
- Undertake regular reconnaissance exercises in and amongst bordering communities for information and intelligence gathering, for onward sharing purposes
- Receive, filter and act on all relevant information received from the Community and the Trusts (and all relevant stakeholders) as and where necessary

- To provide indirect support and assistance to 3rd party project development service providers (only if requested by the Foundation), upon projects requiring implementation by the Foundation.
- Ensure sound administration and reporting systems
- Regularly report to the CEO, as well as attend at BGR Management meetings and any other relevant BGR meetings

Work tasks

Community Engagement
- Promote and strengthen relationships with local community groups and committees
- Attend at all applicable community and Trusts' meetings
- Develop a strategic community and Trusts' engagement, consultation and communication plan and implement the plan

Stakeholder Engagement
- Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries.
- Support the work of the Foundation to enable and empower communities attached to the wildlife economy and enterprise development.
- To be the center point of contact for all community public affairs and media relations in conjunction with the CEO and Sales Manager.
- Conduct field visits and host stakeholders in all nodes of the business and surrounding communities.

Internal and external liaison
- Attend to all managerial administrative tasks, including all communication and correspondence with third parties in relation to Trusts', Community and Stakeholder matters
- Undertake such other duties as may be required from time to time by the CEO, the AHC Board and the Exco management team
- Attend at all EXCO management meetings
- Work closely with and oversee the current community engagement team (MCL)
- Work closely with the Reserve's Foundation Manager and all other departments when and where applicable

Decision-making power
- Evaluate beneficiation programs recommended together with the Foundation Manager.

Success criteria
Good community relations

Requirements for work experience/skills	Personal characteristics
• Fluent in English & Zulu (written and spoken for both) • Effective community and stakeholder engagement and relationship building • Excellent project and time management skills • Excellent planning and organizational skills • Excellent ability to implement and execute with rigour • Possess good reporting and communication skills	• attention to detail and accuracy • planning and organizing • communication skills • problem-solving skills • initiative • Be able to work without supervision and meet deadlines • team work • confidentiality

Training/Education requirements
• A tertiary qualification in community development or equivalent • Min 5 years' experience as a Community and Stakeholder Manager or similar role • Experience in the conservation sector an advantage • Valid driver's license

Date and signature - MANAGER	Date and signature - EMPLOYEE