



IDEP Foundation Job Description

IDEP Programs overview

IDEP Foundation's key focus areas are

1. Sustainable Development based on the principles and practices of Permaculture
2. Community Based Disaster Management, Emergency Response and Sustainable Recovery
3. Media Programs, Curriculums and Campaigns Design and Distribution

The Foundation's key programs are

A. Sustainable Development based on the principles and practices of Permaculture

Training, demonstration sites and outreach activities, including sustainable agriculture, gardening, seed saving, community wastes management, wastewater treatment and fair trade promotion. For more info see:

- Seed saving: www.idepfoundation.org/idep_seeds.html
- Waste Management: www.idepfoundation.org/idep_waste.html
- Outreach Trainings: www.idepfoundation.org/ecotrainer/index.html
- Wastewater Treatment Systems: www.idepfoundation.org/idep_wwg.html
- Fair Trade Shop in Ubud: www.idepfoundation.org/balicares/index.html

B. Community Based Disaster Management, Emergency Response and sustainable recovery

Before, during and after disasters IDEP works together with local communities to help increase understanding and resilience to disasters. In times of disaster IDEP works with a nationwide network of local partners to get people the assistance they need as quickly as possible.

1. **Community Disaster Preparedness** - IDEP's Community Based Disaster Management (CBDM) capacity building program assists local communities to understand and implement a range of effective actions that can help to reduce the chance of disaster happening in their area, be more prepared if disaster does happen, and recover more quickly and more sustainably from disasters. For more information see www.idepfoundation.org/Community-Preparedness.html
2. **Rapid Emergency Response** - IDEP helps disaster struck communities and provides assistance to small, remote communities that would normally be overlooked. IDEP works with its emergency response partners to assess needs and deliver effective and efficient emergency relief, when, and where help is the most urgently needed, within the first 12 hours after a disaster. This assistance fills the gap of aid provision until larger agencies can start working on the ground. Once larger, more equipped agencies begin providing aid, IDEP focuses on assisting communities that are too small or too remote to receive support from the larger agencies. For more information see www.idepfoundation.org/Emergency-Response.html
3. **Sustainable Disaster Recovery**- In Tsunami struck Aceh, IDEP is working through its GreenHands Field School to teach communities the skills needed to strategize, develop and action their own recovery plans, while using and strengthening their local resources in a sustainable way. For more information see www.idepfoundation.org/Sustainable-Recovery.html

E. Media Programs, Curriculums and Campaigns Design and Distribution

One of Yayasan IDEP's core competencies is the development of media and curricula for non-formal education and empowerment at the community level. IDEP has been developing educational media for use in Indonesia since 1999. Yayasan IDEP's user friendly community education media can be viewed on line and / or downloaded from: www.idepfoundation.org/idep_downloads.html IDEP media is appropriate for use by



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community cooperatives and sustainable development facilitators, Indonesian Community Groups, NGOs, Farmers' Networks, Government Workers, Universities, and other organizations. These publications and campaign materials are a baseline for the program's community training activities.

- a. Development and socialization of a range of publications and campaigns in keeping with our program focus areas: for samples of IDEP media see www.idepfoundation.org/idep_downloads.html
- b. Development of a sustainable development curriculum for Indonesian primary schools called 'Learnsapes' (planned project) www.idepfoundation.org/idep_edu.html

Ongoing responsibilities and accountabilities of the position include

1. Management and Administration

Manage and support IDEP's Media team to successfully achieve its functions (as outlined at page 1), including through the following activities:

- 1.1. Implement people management practices to ensure the team has capable and motivated people with the right skills and abilities to carry out its tasks. This includes undertaking appropriate recruitment and selection processes, individual and team training and development activities, performance management, and regular feedback and discussion;
- 1.2. Develop, implement, monitor and report against work plans and budgets. Seek Executive approval for internal funding of media projects as needed. Ensure smooth communication flow and project checkpoints between IDEP's Executive Director (the chief designer / creative director for IDEP media projects) and other media department team members.
- 1.3. Develop and manage contracts for media products and services, including preparation of contract specifications, sourcing of potential suppliers, and management of all tendering and contractual arrangements with media subcontractors and suppliers, to ensure delivery in accordance with specified timeframes, quality standards and other contract requirements.
- 1.4. Oversee the development, implementation and continuous improvement of administrative systems and processes in the Media Department, including filing, record-keeping and storage; work-flows and communications; correspondence; quality standards and control processes; and monitoring and reporting systems.
- 1.5. Develop and maintain effective communication and coordination arrangements on media-related matters between the Executive Director, other Media Team members, other areas of IDEP, and external organizations (donors, media), as necessary.

2. Media

Under the guidance of IDEP's Executive Director:

- 2.1. Develop the strategic direction of the Media Department, in consultation with other areas of IDEP. Translate the strategic direction into operational plans, systems and procedures, including relevant quality standards and templates, for IDEP media products;
- 2.2. Manage and oversee all media products to ensure compliance with relevant quality standards and other requirements;
- 2.3. Assist program departments in ascertaining solutions to any media needs for the successful delivery of their programs;
- 2.4. Assist in the development and delivery of media workshops, trainings and capacity building activities;
- 2.5. Assist with the project management of IDEP curriculum development projects;



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- 2.6. Coordinate (with the External Relations Department and other areas, as appropriate) the development and production of IDEP new media items including: videos, interactive media, posters, brochures, signage, name cards, fact sheets, manuals and flyers.
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Personal skills and requirements (selection criteria)

Essential

1. **Leadership and team management skills:** demonstrated ability to lead and manage a team in a multicultural and changing environment. In general, this would be met by a minimum of 3 years' experience managing a large team in a large department or organization, preferably in an area responsible for community media or media design production.
2. **Strong planning, organizing and administrative skills:** demonstrated ability to plan and manage complex media projects and programs, co-ordinate multiple diverse tasks, and organize/oversee efficient and effective administrative systems, including record-keeping. Ability to use project management software (Microsoft Project Manager, Concept Draw) would be an advantage.
3. **Excellent inter-personal skills:** demonstrated ability to manage complex organizational relationships and maintain productive relations with a wide range of internal and external contacts (including the Executive, other internal departments, external contractors, consultants, suppliers, donors and program beneficiaries).
4. **High level oral and written communication skills:** demonstrated ability to produce and deliver a variety of print and other media resources (written materials, video, workshops etc) for diverse audiences, ensuring accurate and high quality content and presentation. Ability to communicate and negotiate effectively with a wide range of internal and external contacts at all levels.
5. **Creative thinking and problem-solving skills:** ability to contribute creative and innovative solutions to support program departments in delivering their messages to diverse target audiences.
6. **Commitment to IDEP's Values, Mission and Vision:** commitment to the environment and community based development and the principles as outlined in IDEP's mission and vision – www.idepfoundation.org/idep_mission.html .

Desirable

1. Relevant experience in media, publishing and printing.
2. Fluency in both spoken and written English and Indonesian.

To apply, please send your CV and a letter with your expression of interest to: hr@idepfoundation.org

Please Note: This job description is not incorporated in the employment agreement or contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments, funding and following discussion with the employer or contractor and subsequent developments of a performance plan.