

Strategic Objectives of the Division/Branch:

The Corporate Management Division provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

Finance & Accounts Branch: is responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

Public Education and Corporate Communication Branch is responsible for providing public education and consultation support services to the divisions and branches as well as to coordinate the Agency's public relations programmes.

Information Technology Branch: is responsible for the ongoing operations and technical support of the agency's technology infrastructure to support operational management and delivery of its services.

Facilities Management and Operations Branch: provides security, ancillary and maintenance management services and administers the procurement function.

Job Purpose:

The Community Animator plans and executes public education, media relations and community relations programmes to inform and educate stakeholder groups and/or the public on environmental management matters within the Agency's mandate.

Key Outputs:

- Public education resource materials
- Website/ social media/newsletter content
- Programme deliverables
- Programme specific informational materials
- Reports

Key Responsibility Areas:

A. Technical/ Professional Responsibilities

1. Participates in the development of the annual public education and corporate communication programme as well as the tools and resources to facilitate programme implementation.
2. Works with assigned Division/Branches to:
 - Plan and organize pre-programme activities to assess the information needs of stakeholder groups.
 - Coordinate and conduct public consultations
 - Coordinate, and conduct information/educational interventions to support special programmes/projects for select stakeholder groups.
 - Develop general informational resource materials for the Division/Branch.

3. Plans and delivers presentations/workshops/seminars to stakeholders and interest groups (e.g. educational institutions, community groups) as required.
4. Participates in conducting and analyzing effectiveness/impact assessments of public education initiatives/programmes conducted by the Branch
5. Prepares content for the website, social media platforms, newsletter and documentation center.
6. Develops and produces informational material for dissemination to the public; coordinates distribution using appropriate medium.
7. Participates in coordinating and executing special calendar events hosted by the Agency.
8. Prepares and submits reports on assigned programme activities as required.
9. Attends meetings on behalf of the section or Branch as requested.

B. Other Responsibilities

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Determine programme content, sessions format and schedule related to public education programmes
- Recommend external training and public education service provides

Performance Standards:

- Established personal targets are consistently met
- Reports are accurate and on time
- Divisions/Branches are satisfied with the quality of service and assistance provided.
- Confidentiality and integrity are maintained in the execution of duties.
- Good coordination and effective working relations exist with other Divisions/Units and external associates

Internal and External Contacts :

(i) Internal

| Contact (Title) | Purpose of contact |
|--------------------------------------|--|
| Staff in assigned Divisions/Branches | Collaborate on public education and corporate communications programmes design and execution |
| Public Relations Officer, | |
| Documentation Center Staff | |
| | |

(ii) External Contact (required for the achievement of the position's objectives)

| Contact (Title) | Purpose of Contact |
|---|--|
| Public and Private sector and NGOs Environment and planning Partners | Information sharing, collaboration of programme design and execution |
| Community partners, project/programme beneficiaries | Provide information, training etc. |
| General public | Provide information |

Working Conditions

- Typical Office environment
- Occasional exposure to unhealthy/unsafe environment from site/community visits etc.
- Be required to travel across the island

Required Competencies

- Excellent Interpersonal Skills
- Excellent Written, verbal and presentation skills
- Good judgment, decision making and problem solving skills
- Good planning and coordinating skills.
- Ability to work effectively in a team.
- Working knowledge of relevant computer applications and systems.

Minimum Required Education and Experience

- Undergraduate degree in Mass Communication/Education/Integrated Marketing Communication or related discipline
- Experience in in community animation/public education techniques
- Two years working experience in communication and/or public relations
- Working knowledge of the Jamaican media landscape