



## **TOFT Field Officer Job Description**

### **Objective**

To play a prominent project coordinating role between the TOFT (and other) lodge community, the local village communities and the Park and other Government authorities. This should be done to a high standard and with the greatest professionalism, integrity and dedication, without prejudice or favouritism, to ensure ultimate success of all projects and programmes agreed and discussed.

### **Responsible to who?**

Supervised by TOFT Representative(s) in each park.



Reports directly to TOFT India and TOFT India steering committee.



Overseen by TOFT UK.

### **Roles**

- To enhance and sustain effective lodge relationships with collective working and mutually beneficial partnerships with the Park and other Governmental authorities and local communities bordering parks.
- To enhance local communities capacity to benefit from wildlife tourism and its activities and potential markets to visitors.
- To research, coordinate, undertake, implement and monitor all and/or any projects or initiatives agreed by the TOFT committee.
- To ensure a 'collective action' and 'collective responsibility' approach to actions are engendered and agreed upon with all necessary parties
- To encourage new lodges and service providers to join the campaign
- To enhance TOFT's visibility, communications and profile within Park's environs, and with TOFT members and both domestic and International visitors
- To keep accurate diary, records, minutes and account of expenses at all times.
- At all times to represent and communicate TOFT in a highly professional way, with integrity and understanding.

### **Tools for the Job.**

- An office with full communication facilities will be provided (to be finalised) and office and computer facilities. Stationary to be agreed.
- It may in the initial stages require working from home.

## Salary and benefits

The Salary is paid for on a monthly (or Quarterly basis) by the TOFT lodge members of each park. The selected person will be the TOFT lodge community's Field Officer.

*(A decision as to how we collect this fund and how much each lodge pays has yet to be agreed, and may vary according to each Park's requirements, but one suggestion is a monthly fee for example of INR800, or the other is a one off yearly charge of the Equivalent of a each lodge's own 'International Per Room fee' per year, which maybe more equitable in terms of affordability)*

This will be paid on a monthly basis to the Field Officer, by TOFT India account.

- Salary review once a year and staff review every six months.
- Full time employment. Five days a week and/or as required.
- Four weeks holiday per year. 20 working days plus public holidays.
- 3 months initial probation, before full time work agreed, and subject to TOFT lodge members majority agreement.
- One month termination, or 2 months notice of departure required.

## Typical Projects Overseen

- Coordinating and running the Children in the Park Day
- Coordinating and implementing a lodge non compostable waste disposal system in each park.
- Researching, setting up and implementing local community based projects, cooperatives and initiatives for TOFT partnership funding, alongside lodge community. (See <http://www.toftigers.org/projects/Whatwefund.aspx> for ideas)
- Setting up a distribution network for New Park Guidebooks, and cooperative retail opportunities both at gates and within lodges
- Ongoing Nature Education activities in local schools (combined with Children in the Park Days)
- Coordinating Park Guide Training Programmes in the off season, with lodge naturalist cooperation and support.
- Working with Park Authorities and Ecotourism Boards on activities identified by lodges members, or park authorities as important for welfare, humanitarian or conservation action and support.

## Local Recruitment policy.

The recruitment of this person, of any age, male or female, must be from within the local area, must be literate, articulate and have English as a key communication skill. He should also live local to the park itself, and have some proven empathy towards nature and conservation and ideally some experience of the tourism sector.