

JOB DESCRIPTION



Job Title: Education Officer (Education Dept.)
Responsible to: Education Manager
Responsible for: Co-ordinating and overseeing Wildwood's educational portfolio and the delivery of its activities
Salary range: £19,000-£21,000
Closing Date: 17th January 2022

1. Principal Duties

Overall responsibility will be delivering highly engaging workshops and talks to a variety of audiences. The role includes the management of school bookings and delivery of activities within these bookings, developing a variety of activities for holiday programme, maintenance of education administration as well as supervising a small team of volunteers and placement students

1. Duties

- Public activities
- Delivering public talks
- Providing formal education sessions
- Providing informal education sessions
- Managing school and specialist group bookings
- Supporting the development of new education resources and workshops
- Financial administration
- Taking responsibility for the health and safety of visitors attending education related activities
- Helping to manage and supervise work placement students and researchers.

2. Skills, Knowledge & Experience

1. Essential

The applicant will need to meet the following criteria:

- Experience of working with children, either within the primary school sector or similar setting
- Knowledge of the national curriculum used in the compulsory school sector
- Excellent communication / engagement skills across a range of publics
- Confidence in giving public talks and demonstrations
- Good knowledge and experience of ecological and conservation practices
- DBS certificate, or willingness to obtain it
- Experience of working with Health and Safety protocols, including conducting risk assessments, managing event administration, and managing / developing timetables
- A degree or equivalent, relevant qualification

2. Desirable

The following criteria are preferential competencies required in the applicant:

- Qualified teacher status

- Research and / or evaluation survey experience, especially social research into education portfolio delivered within a non-formal setting
- High level of conservation theory and practice experience
- Experience in a range of ecological field survey skills
- Post graduate qualification, or willingness to work towards one
- Experience of a similar post within zoos / wildlife sector organisation
- Experience on animal handling
- Experience in a woodland/forest school type setting

3. Other Considerations

1. The post is advertised as a full time
2. The appointment will be subject to a six-month probationary period.
3. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for staff vacancies shall be short listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.
4. Wildwood operates a no smoking policy in the park and in its offices.

4. Employment Package

1. Core working hours are 0900 until 17.00 with an unpaid half an hour for lunch. The job will involve overtime, including some evening and weekend working as part of your normal duties.
2. Wildwood offers access to a stake holder pension, details of which will be supplied on confirmation in post.

5. Procedure for Applicants

Applications

Application is by C.V. and must contain the following information:

- Name, address, contact phone numbers
- Personal Statement
- Employment history
- Educational history

You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above.

You should give two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to current employer, on offer of contract.

Applications will not normally be acknowledged. If you would like yours to be acknowledged, please enclose a stamped, self-addressed postcard.

Applications should be sent to Helen Sayers, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email helen@wildwoodtrust.org

Interview & Selection Procedure

Interviews and selection tests will be held at Wildwood offices at Wealden Forest Park, Herne Common by arrangement.