

Education Manager
Wildwood Trust
Herne Bay CT6
£20,000.00 – £30,000.00 per year
Full-time

Wildwood Trust

Mission: -

Protecting, Conserving & Rewilding British Wildlife

Vision: -

- To bring the joy of British wildlife to the public through enriched and natural, immersive animal exhibits and effective engagement with our visitors and members.
- To inspire through education, communication and training the understanding and practical conservation of British wildlife.
- To operate commercially successful visitor centres that generate funds to support the charitable mission.
- To lead in native species conservation and rewilding programmes.
- To reverse the loss of biodiversity.
- To support research that furthers our mission.
- To advocate for policies, economic systems and lifestyles that promote rewilding and the enhancement of ecosystems.

Education Manager

The Education Manager's role will be to enthuse and engage with children and teachers to promote our charitable objectives. This exciting position, will lead our efforts to make Wildwood a place where children can learn about British wildlife and our ecology.

We are looking for someone with proven experience in inspiring children and teachers yet a commercial understanding to ensure the service we offer is valued and our education customers feel their visit was value for money and they want to come back again and again.

The person must have exceptional enthusiasm, and the ability to inspire people about the charitable objectives of Wildwood Trust.

JOB DESCRIPTION

Job Title: Education Manager

Function: To Manage and Deliver Educational Experiences

Responsible to: Director General

Salary: £20,000 – £30,000

To manage and deliver a range of unique educational experiences from the Kent Wildwood park. The vision of the role is to inspire through education, communication and training the understanding of British wildlife and its practical conservation. The post holder will make children love wildlife, learn more about it and want to be the generation that will rewild Britain.

The post holder will manage the process of formal school visits from marketing, through booking, delivery and collecting feedback and reporting.

It is essential to deliver excellence in customer service to make teachers and group organizers enjoy a relaxed and trouble-free experience to ensure they visit us again and again.

To ensure that all health and safety, safeguarding, timetabling, curriculum requirements and all the other issues surrounding a visit to Wildwood are addressed.

To deliver and design courses that show people the wonders of nature in an innovative way that are, practical and meet customer needs, especially with regard to national curriculum and other administrative barriers that may prevent people visiting us.

Our target audiences for our education programmes include both the compulsory and post-compulsory sectors, from EYFS through to postgraduate levels. We also target other groups such as a Scouts and clubs for educational visits.

To meet targets to increase our education and group visitor numbers and to increase our customer satisfaction levels.

1.1.2 Visitor Engagement

To work with our Visitor Services & Keeper Teams to deliver a programme of public engagement activities (talks, animal interactions, craft events, night tours, junior zoo keeper, interactive items, etc.) that seek to engage, enthuse and educate. Working with other departments, to increase the effectiveness of these activities, seeking to maximise visitor engagement and satisfaction.

1.2 Staff Management

Managing, mentoring, supervising, developing / training members of the education team, including resident / sessional tutors, trainees and trainee teachers on placement. Looking after and adding to the team of sessional tutors to assist with delivery at busy times. Working in partnership with the Volunteer Manager to manage education volunteers and placement students.

1.3 Funding & Marketing

Effective marketing and social media is key to driving new business. The post holder must work with the marketing department to advertise and market the courses offered. This will also include creating inspiring material to be sent to teachers and parents on a regular basis.

1.4 Financial Administration

Working with the Finance Manager, report on the financial performance of the education department to line managers and / or Trustees. Working with the finance department to maintain efficacious procedures that permit financial recording and reporting for both internal and external inspection and auditing.

Providing assistance to the Director General and Director of Strategy in preparing budgets, profit margins, labour costs and other strategic data for the good running of Wildwood.

1.5 Special Project Management

This could be anything – from organising a Conference, leading a project team, backing-up other managers, running an event, organising a mailing, to being chief cook and bottle washer. From time to time, after direction from the Directors, supporting the activities of other departments when it's 'all hands to the pump'.

2 Skills, Knowledge & Experience

This role requires extensive education experience with a proven track record in delivering education programmes.

2.1 Essential

The successful applicant will:

- Be mature, confident, dynamic, flexible, able to carry out tasks independently and must be able to work effectively in a team context.
- Have excellent written English and ability to write facts in a way that inspires.
- Have at least five years' experience of working with and managing children and teachers.
- Demonstrable knowledge, experience and passion for wildlife conservation in Britain.
- The ability to develop and maintain effective working relationships with external organisations and internally across departments.

2.2 Desirable

- Practical experience and / or qualification in ecology and conservation.

- Experience of writing education and training programmes and course materials.
- Formal qualification in teaching and / or training.
- A full driving licence and access to a car.

3 Other Considerations

- The post is advertised as full-time.
- Appointment will be subject to a six-month probationary period.
- Understanding of and sympathy with Wildwood's role as a conservation body would be helpful.
- No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnicity 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.
- Wildwood operates a no-smoking policy in the park and in its offices.

4 Employment Package

The salary band for the Education Manager is £20,000 to £30,000 depending on skills and experience.

Normal working hours are a 37.5 hour week average over the year.

Due to the nature of the work you will need to work Bank Holidays, part-weekends and some evenings. Overtime is not usually paid, but time may be taken off in lieu in line with the policy. The holiday allowance is 30 days per year. This includes statutory holidays.

Appointments are subject to confirmation after a six-month probation period.

Wildwood adheres to the automatic enrolment pension scheme, meaning you will be automatically enrolled into a pension scheme if you meet the criteria. Details will be given on acceptance of the job offer.

5 Applications

Please send a covering letter and CV to Marianne Benson at jobs@wildwoodtrust.org.

Closing date is 28th February 2019.

