

Bristol, Clifton and West of England Zoological Society Ltd

Job Description

Job Title:	Avon Gorge & Downs Learning and Engagement Officer (30 hours per week over 4 days; normally Tuesday to Friday)
Department:	Public Engagement and Learning
Location:	Bristol Zoo Gardens
Reporting to:	Avon Gorge & Downs Biodiversity Education Manager

Job Purpose

- To fulfil the Avon Gorge and Downs Wildlife Project's mission by developing and delivering a programme of education, interpretation and promotional work.
- To raise awareness of the importance of the Avon Gorge and Downs and to create opportunities to enable people of all ages and backgrounds to discover, learn more about and enjoy the wildlife and landscape of the site.
- To increase the number and diversity of people participating in education events and activities.

Main Duties

- Independently teach a range of schools visiting the Downs (mainly key stage 1 and 2). The post holder will also encourage a wider range of schools to book sessions by promoting the education sessions directly to them.
- Run sessions for visiting playschemes, uniformed groups and youth groups. Widen the range of groups visiting the Downs by contacting specific groups, and developing and delivering sessions for them.
- For both activities above, the post holder will: maintain and develop teaching resources and sessions; handle pre-visit enquiries and meetings with teachers / group leaders; deal with pre-visit paperwork; complete risk assessments, and evaluate the activities.
- Plan and deliver the children's holiday events, including the development of activities to be used during the events and running activities on the day.
- Support the Education Manager with the delivery of the public events programme, and with guided walks, talks and other activities as part of community engagement projects.
- Represent the organisation by planning and delivering activities at community events.
- Recruit, train and manage volunteers to help deliver sessions / events and to develop resources.
- Keep the project website up to date, manage our social media posts and advertise our events through posters and online.
- Carry out any other duties as may from time to time be considered necessary for the efficient and proper operation of the education project within the competence of the post holder.

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Key Performance Indicators

- Help deliver and evaluate a successful education and community engagement programme.
- Recruit, train and manage the Avon Gorge and Downs volunteer team.
- Promote the opportunities available to enable visitors to discover, enjoy and learn about the wildlife and management of the Avon Gorge and Downs.

Key Contacts – Internal & External

- Internal:
 - Report to the Avon Gorge & Downs Biodiversity Education Manager, and Head of Public Engagement.
 - Staff across the Society, as appropriate in the development, promotion and delivery of the learning and engagement opportunities.
- External:
 - Report to the Avon Gorge & Downs Wildlife Project steering group and Downs Committee.
 - Collaborate with the Friends of the Downs and Avon Gorge on specific projects.
 - End-users of the education and community engagement offer.

Health & Safety

- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
- Comply with safe working practices as defined by The Society
- Complete training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable

General

- Be aware of and adhere to Society policies at all times
- Take part in progress/performance reviews throughout the year
- Cooperate with other Society departments
- Attend training courses as required to meet the requirements of the role
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

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Notice period

The notice period required from the role holder is a minimum of 1 month

Working conditions

The basic hours for this part-time post are 30 hours a week, over 4 days (normally Tuesday to Friday); however flexibility is required. The role holder will be required to work any additional hours necessary to satisfactorily fulfil the responsibilities of the role which includes some evening and weekend working. Time off in lieu may be taken by arrangement with your line manager.

Other

- Apply the Society values and behaviours to every aspect of the role at all times
- Promote and maintain the brand standards of the Society
- There may be occasions when the role holder is requested to work in other company locations, or carry out other duties considered reasonable by the Society or its representatives.
- To reflect any changes within the Society during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the role holder and confirmed in writing.

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Person Specification**

Engagement and Learning Officer

Person Specification

Attributes	Essential	Desirable
Qualifications and specific training	Degree (or equivalent level), in a biological or conservation-related science, or teaching qualifications.	
Experience	Demonstrable experience of delivering high quality education sessions and public engagement activities. Demonstrable experience of working in wildlife conservation.	Experience of evaluation of educational elements. Experience of working with volunteers.
Knowledge	A broad knowledge and understanding of British wildlife, habitats, conservation and environmental issues.	
Skills	Highly developed ability to plan, organise and lead education sessions and events. Good field identification skills for British wildlife. Highly developed interpersonal, oral and written communication skills. Developed organisational skills – Ability to work under own initiative, be self-motivated, to work under pressure, to be flexible, and to meet deadlines.	

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	<p>Developed ability to work with staff, volunteers and education programme participants from diverse educational and cultural backgrounds.</p> <p>Developed skills for online engagement and promotion through the Project website (www.avongorge.org.uk) and social media platforms.</p> <p>Good team player, enjoy working in a collaborative environment and to help out with other tasks across the Society if required that may be unrelated to the role.</p>	
Personal attributes	Highly creative, innovative, collaborative, with attention to detail and accuracy, and a focus on the end-user.	Have an interest in wildlife and the conservation.
Additional requirements	Holds a current driving licence.	