



# **Conservation Educator**

## **Job Description**

# Job description for Conservation Educator

## Job Summary

The candidate will work within the Conservation Education team and be responsible for delivery of education sessions for Primary, Secondary, and Post 16 school groups. The candidate will also be involved with the delivery of informal education around Colchester Zoo, including; educational stalls, sessions for groups, development of displays, and running educational games and activities. Knowledge of animal species and conservation is an advantage. This is a full-time position, 5 days per week and will involve regular weekend work.

### Main Job Purpose:

1. Deliver school educational activities for Primary-Post 16 school groups on a range of subjects that are inclusive and outcome driven.
2. To assist schools in the planning and booking of their visits.
3. Deliver a range of other educational activities including outreach sessions and education for other groups.
4. To assist with running the Zoo's informal education programme.
5. To deliver training and develop resources for conservation education volunteers.

## Description of Main Duties

### Job Role – Deliver school educational activities for Primary-Post 16 school groups.

- Present school talks and workshops for school groups on a wide range of subjects including (but not limited to): habitats, endangered species, art, classification, maths, English debating skills, enrichment, sustainability, business, and marketing.
- Deliver educational sessions for a wide range of age groups from Primary-Post 16.
- Present school sessions in learning spaces.
- Creating and maintaining teaching and learning resources.

### Job Role – To assist schools in the planning and booking of their visits.

- Carry out the administration role of the education department, booking in school visits, arranging invoices, liaising with schools and the accounts department.
- Answer and reply to phone messages, emails, and in-person teacher enquiries.

### Job Role – Deliver a range of other educational activities.

- Deliver educational sessions for visiting groups (such as Home educators and Scouting and Guiding groups), including on weekends and evenings.
- Deliver outreach educational sessions at schools, events etc. off-site, including organisation of supplies, transport to location, and delivery of session.

**Job Role – To assist with running the Zoo’s informal education.**

- Provide educational information to visitors in a variety of ways including; touch tables, short talks, games, activities, or interactive displays.
- Participate in the planning, development, implementation and evaluation of special event activities.
- Participate in fundraising events and activities for Colchester Zoo’s Action for the Wild Conservation Programmes.
- Providing research for marketing team for press releases, reports, magazines.
- To deliver training and develop resources for conservation education volunteers.

**Job Role – To assist with the evaluation of conservation education programmes.**

- To ensure teachers and leaders are given appropriate signposting to evaluation.
- To assist in creating outcomes for our programmes.
- Devising evaluation methods appropriate for audience, activity and outcomes.
- Gather and analyse quantitative and qualitative data sets.

**Other key activities**

- Demonstrate commitment to continuous personal development.
- Perform other duties as reasonably directed by the Director of Conservation, Education and Research or Conservation Education Manager.
- Assist in the care and repair of our biofact (taxidermy specimens, bones, furs etc) collection.
- There is no animal care activity in this role. We do not use live animals in our formal education programme.

**Working Hours:**

This is a full-time position. An average of 40 hours a week (5 days) will include regular weekend work.

**Uniform:**

Full uniform will be provided. Full uniform must be worn at all times with a name badge.

**Working environment**

- Colchester Zoo is a non-smoking environment and smoking is not permitted by members of staff whilst on the premises.
- Colchester Zoo is an equal opportunities employer.
- You may be required to work offsite on outreach programmes on occasion.

## Conservation Educator Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications / Training</b>	GCSEs at C or above in English, Maths and Science	<p>Sound zoological knowledge or knowledge of species in the zoo and conservation</p> <p>GCSE's and A-levels in English, Maths, Biology/Science.</p> <p>A relevant degree in related subject.</p> <p>Persons with experience teaching to a variety of age levels (Primary-Tertiary) and other audiences.</p>
<b>Skills / Knowledge</b>	<p>Computer literate with good knowledge of the major Microsoft Office programmes.</p> <p>Excellent communication and presentation skills for all the age ranges taught.</p> <p>Good knowledge of animals, conservation and animal care and welfare</p> <p>Good working knowledge of school curricula and how they are implemented in schools and other education settings.</p>	<p>Practical skills in making and maintaining teaching resources.</p>
<b>Experience</b>	<p>Experience delivering education and communicating to large and small groups as well as individuals.</p> <p>Experience working in a team and contributing to team goals.</p> <p>Gathering and analysing data.</p>	<p>Booking administration.</p> <p>Planning and evaluating projects.</p>

<b>General</b>	Ability to follow instruction based on work allocation.  Dependable and ability to meet deadlines given.  Be able to deliver sessions enthusiastically.  Ability to use own initiative to solve problems.  Warm, open minded and professional.	Full driving licence.  Teaching qualification is helpful but not required.
----------------	--	--