

COLCHESTER ZOO

Colchester Zoo is East Anglia's premier and award-winning visitor attraction with over 2 million guest visits each year and it works well because we all work well together to make it happen.

We have over 180 species of animals and support conservation around the globe and our mission is to provide guests with a first-class experience for all visitors and at the same time further understanding and respect for animals. Through visitors' funds, Colchester Zoo undertakes breeding programmes for endangered species and funds in situ projects in the wild.

JOB TITLE: **Conservation Educator**

We are looking for a passionate, enthusiastic and well organised person to join our Conservation Education team as a Conservation Educator. The role will see the successful candidate book school visits and ensure teachers and school staff have all the information they need for a smooth trip. The candidates will also research, design and deliver outcome driven education sessions to groups and schools on a wide range of subjects from Lifecycles, Psychology and Art to the Role of Zoos, Maths and Marketing. They will prepare and deliver the sessions in one of our teaching spaces and follow up the visit with evaluation to help us improve our programme.

The role will also prepare, deliver and evaluate activities for zoo visitors around the Zoo across holiday periods. These activities will be part of our conservation campaigns to engage our visitors with topical issues surrounding wildlife in the UK and globally.

This is a permanent full-time role with a start date of mid March 2022. The successful candidate will work 5 days out of 7. Some weekend and occasional evening work will be required.

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 Zoo Director 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 and occasional evening 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

	Essential	Desirable
EDUCATION / QUALIFICATIONS / TRAINING	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>
SKILLS / KNOWLEDGE	<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> <p>Experience in evaluating learning in a variety of settings.</p> <p>Experience of managing a social media account for a team; advertising events, sharing news and promoting ideas.</p>
EXPERIENCE	<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> <p>Designing programmes that are inclusive and accessible i.e. developing and evaluating sessions and resources for students with SEND</p>
GENERAL	<p>Ability to follow instruction based on work allocation.</p> <p>Dependable and ability to meet deadlines given.</p> <p>Be able to deliver sessions enthusiastically.</p> <p>Ability to use own initiative to solve problems.</p> <p>Warm, open minded and professional.</p>	<p>Full driving licence.</p> <p>Teaching qualification is helpful but not required.</p>

HOW TO APPLY

If you are interested in applying, please complete the [Colchester Zoo Employment application form](#), complete the tasks as directed below and provide a covering letter stating how you meet the job specification. Please email to andy.moore@colchesterzoo.org

BRIEF FOR TASK 1	<ul style="list-style-type: none">• Design an activity plan around the subject of the illegal wildlife trade.• The activity can happen anywhere in the zoo that is accessible to visitors.• The audience is all zoo visitors (not designed specifically for school visits) – adults, families, visitors with disabilities – everyone! <p>You should include;</p> <ul style="list-style-type: none">• A description of the activity.• What resources you would use.• Learning/conservation action outcomes for the activity.• How you would evaluate these outcomes.• How will the activity be staffed?• What methods of interaction you will use.• How you will make the activity inclusive?• How does it relate to Colchester Zoo. <p>Task must all be presented logically and clearly on a single word document.</p>
BRIEF FOR TASK 2	Please write something interesting about an animal, habitat or wildlife related issue that could be used on a piece of signage in the zoo or in our zoo magazine. It should be easy to read and no more than 45 words.

Closing date is **4pm on Tuesday 25th January 2022** and the assessment & selection day will be held on **Monday 7th February 2022**.

We are unable to reply to all applicants individually, so if you don't hear from us within 5 working days of the closing date, please assume that you have been unsuccessful and thank you for applying.

**SECTION FOUR – Continuous Professional Development, other training, current study
(type in information)**

Qualification (Inc. grade)	School / University / Institution	Date Achieved

**SECTION FIVE – Membership of Professional Body, include any offices held
(type in information)**

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SECTION SIX – CURRENT / MOST RECENT EMPLOYMENT (type in information)

Job Title:		Current Job:	
Employer:			
Start Date:		End Date:	
Salary:			
Main duties and responsibilities:			
Notice Period:			
Reason for leaving:			

SECTION SEVEN – PREVIOUS EMPLOYMENT: (type in information)			
Job Title:		Current Job:	
Employer:			
Start Date:		End Date:	
Salary:			
Main duties and responsibilities:			
Notice Period:			
Reason for leaving:			

PREVIOUS EMPLOYMENT CONTINUED... (type in information)			
Job Title:		Current Job:	
Employer:			
Start Date:		End Date:	
Salary:			
Main duties and responsibilities:			
Notice Period:			
Reason for leaving:			

PREVIOUS EMPLOYMENT CONTINUED... (type in information)				
Job Title	Employer	Start Date	Leave Date	Reason for leaving

GAPS IN EMPLOYMENT – please specify reasons and dates for any gaps in employment (type in information)

SUPPORTING INFORMATION - Please provide any information in support of your application. This should provide us with evidence of the skills, knowledge, personal attributes, competence and experience to carry out with the role for which you are applying (type in information)

REFERENCES – Please give the details of two referees, one should be your current or most recent employer (i.e. you line manager or Head of Department) References from family or friends are not accepted if you have an employment history (type in information)

Title:		First Name:	
Can the reference be contacted?		Surname:	
Job Title:			
Address:			
Email:		Telephone:	
Relationship:			

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Can the reference be contacted?		Surname:	
Job Title:			
Address:			
Email:		Telephone:	
Relationship:			

DISABILITY – Do you require any special arrangements to be made to participate in the selection process on account of a disability? If yes, please give brief details (type in information)

CONVICTIONS – Have you ever been convicted of a criminal offence i.e. cautions, reprimands or warnings? If yes, please give details of any unspent convictions.

DECLARATION: Please read carefully before signing this application

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during my employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. I agree that should I be successful with this application, I will, if required apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: