

Role Profile

Job Title: Education Services Manager

Salary: £25,000

Benefits: Pension at 5%, 31 days annual leave including Bank Holidays

Hours: 35 hours per week, some flexibility may be needed

Location: Marwell Wildlife

Reports to: Head of Learning & Social Impact

Management: Occasional management of students, interns and volunteers.

Role Purpose and Role Dimensions:

- Act as the central point of contact for schools, further and higher education enquiries, work placement and research project requests.
- Manage bookings and relationships with schools, and promote education services.
- Create and manage databases to facilitate reporting of social, educational and scientific impact, and the storage of research data.
- Lead digital interpretation projects and manage digital 'social impact and learning' content

Financial Dimensions: Support education business and budget planning, and grant fund raising applications, and place purchase orders as delegated.

Key Internal Contacts

- Director of Conservation
- Head of Social Impact & Learning / team
- Head of Conservation Biology / team
- Head of Plants & Animal Management / team
- Sustainability Manager
- Finance team
- Marketing team
- IT Managers
- Health & Safety Manager

Qualifications and Experience

- Arts or science degree or equivalent
- Teaching background or experience working in an educational setting
- Experience in a customer facing role
- Understanding of data management
- Experience managing online and other digital content
- Experience working with audio-visual technology
- Managing projects and processes
- Budget and other resource management

Skills, Abilities and Attributes

- Warm and welcoming character
- High degree of emotional intelligence, including empathy and strong social, inter-personal communication skills.
- Capable time management and organisational skills.
- Aptitude for problem solving and addressing complex issues.
- Highly competent planning and project management skills.
- Highly proficient IT skills.