

Maternity Cover: Education Officer

1. Role Purpose:

Maternity cover for the Manx Wildlife Trust Education Officer. To deliver education and public engagement sessions, talks and events, as part of the wider #TeamWilder initiative, working closely with the Engagement Team and other Manx Wildlife Trust (MWT) staff and volunteers.

The role is focused on making biodiversity, conservation, wildlife, and the environment relevant to people, championing our MWT conservation work, and connecting people in the IOM more strongly to nature, ultimately supporting the delivery of our MWT Mission: To *'protect and enhance our environment, create more spaces for wildlife, and inspire people to act for nature'*.

The role involves a wide range of complex, technical and professional activities in a wide range of work situations, together with delivery of projects and responsibility for the education of volunteers, supporters, students, public, and other staff. The postholder has a substantial degree of personal responsibility and autonomy and the work of the post varies throughout the year due to the seasons.

2. Role Responsibilities:

2.1 Core Responsibilities:

- Continue the delivery of the IOM Government (DESC/DEFA) Education Contract (which provides 60% of the funding for the post), to achieve the following annual outputs:
 - Deliver 75 sessions to school groups from primary to secondary, including all 32 primary schools, and at least 3 secondary schools.
 - Deliver a minimum of 10 advisory visits to schools focused on the delivery of the nature entitlement and aligned with Eco-Schools, UN Sustainable Development Goals, and UNESCO Biosphere Isle of Man.
 - Deliver an annual bespoke training session to at least 5 different school staff meetings through the DESC Advisory Teacher for the Manx Curriculum.
 - Work with the DEFA Biosphere Team on the creation of resources for educating young people linked to the nature entitlement aims and key topics.
 - Offer learning opportunities and raise awareness of Manx nature in the wider community through a minimum of 20 targeted public events.
 - Report annually on all of the services, with reference to delivery levels under the KPIs and comment on the effect of the uplift in DEFA funding on the resulting delivery.
- Coordinate the delivery of educational sessions to all Year 5 primary school children in partnership with the Outdoor Learning Centre (previously Ardwhallan) as part of the Laa Feie Manninagh (Manx Wild Day) initiative, including the management of a part-time Supply Education Officer who will assist with the delivery of these sessions 12 weeks per year (2 x 6-week blocks, Autumn and Spring).
- Develop and deliver 'paid for' education sessions for youth groups, corporate partners, schools, and adults (NB: these will be additional to the IOM Govt. contract). To include curriculum linked sessions for schools and adult education MWT certificated courses (e.g. Wildlife Gardening, Wildlife Observation).
- Coordinate the delivery of the Wildlife Watch children's engagement and activity club.
- Have oversight over the pages of the MWT website and MWT publications that showcase our education, providing content for our Annual Report, press, publications, and digital channels.

- Supervise groups, volunteers, interns and/or staff working to support our education work, taking responsibility for health and safety, including risk assessments and provision of PPE.
- Actively participate in MWT meetings appropriate to your role, including the MWT Engagement Team meetings, and The Wildlife Trust (TWT) education meetings.

2.2 Wider Responsibilities:

- Act as ambassador and spokesperson for MWT, including giving interviews, addressing audiences, participating in external meetings and conferences.
- Comply with MWT's policies, procedures, and guidelines, together with all relevant regulatory and statutory requirements, including Health & Safety legislation.
- Actively promote and demonstrate a commitment to best practice in equality & diversity.
- Ensure income and expenditure from education activities is coded correctly, assist the Head of Engagement in setting budgets and, in conjunction with the Administrator, maintain financial oversight for MWT's Education delivery.
- Provide content and help to develop interpretation and information materials for MWT Nature Reserves, Nature Discovery Centres, and wider MWT projects.
- Act as the Designated Safeguarding Lead (DSL) for MWT.
- Support MWT fundraising activities, including individual memberships, corporate links, completing grant applications relevant to your work, and wider fundraising.
- Actively participate in the MWT staff appraisal and development scheme. Monitor the effectiveness of actions, identifying opportunities and area for improvement, suggesting to the Engagement Manager, and undertaking when appropriate, personal professional development / updating.
- Demonstrate at all times the professional behaviours expected of all MWT staff.
- Perform other reasonable duties, as requested by the Head of Engagement /CEO

3. Working Hours, Place of Work (please also see Contract & Staff Handbook):

This is a fixed-term post as maternity cover for the existing Education Officer. Cover is to start on 27th October 2025 to 27th of April 2026. **The existing Education Officer may choose to extend their maternity cover, and applicants may be asked to signal their availability to continue until 26th October, 2026.**

Ideally the role will be delivered on a full-time basis, working 37.5 hours a week (standard being 9am to 5pm, with 30 minutes for lunch), based out of MWT's Peel headquarters. There is, however, flexibility in the role for part-time working and perhaps job-share. Please enquire for further details. Flexibility in the days/hours worked each week is sometimes required, with a requirement to work some evenings and weekends. The nature of the role dictates that much time will be spent out of the office, with frequent travel around the Island to deliver sessions, but regular attendance is expected at the Peel office (e.g. for team meetings).

We have an MWT electric vehicle that can be booked/used, but the expectation is that the post holder will have own transport, for which mileage allowance will be paid (we pay travel expenses of 50p/mile for any travel using your own vehicle). On occasions you might be required to leave the Island to attend meetings and conferences, and overnight stays will be required. All expenses incurred in the delivery of the role will be fully reimbursed.

The salary range is Officer Grade Band-C (£26,502) to Band-E (£28,280) per annum, depending on experience. Part-time hours will be pro-rata accordingly. Overtime is not paid, and any additional hours beyond 37.5/week will be taken as time off in lieu (TOIL), agreed in advance with the Head of Engagement. In addition to the salary, MWT offer a 5% of salary additional pension contribution (following completion of the 6-month probationary period), through a pension scheme with Zurich International, which the post holder can select to pay more into if they so wish. You will receive 25 days annual leave, plus 10 Manx Bank Holiday days, and an additional 3 days at Christmas (when we close the office), totalling 38 days holiday each year.

4. Person Specification:

4.1 Technical Competencies:

Skills, Knowledge & Experience:	Essential	Desirable
Ecology, wildlife, habitats, and environmental conservation	√	
Experience of working in the formal education sector (schools or adults)		√
Environmental issues and topics relevant to the National Curriculum		√
Education curricula creation and delivery at primary and secondary levels		√
Excellent communication and interpersonal skills, both verbal and in writing.	√	
Excellent working knowledge of IT packages, including Microsoft Office	√	
A full driving licence (Locations can be away from public transport)	√	
Willingness to update websites and use social media in various forms	√	
Interest in The Wildlife Trust movement and support for our goals	√	
An ability and willingness to:		
Develop, deliver, and evaluate formal education sessions	√	
Produce interpretation displays and teaching aids for education	√	
Conduct ecological surveys and interpret biological data		√
Work with and manage volunteers, including outdoor & remote locations		√
Collect and collate information, prepare professional reports	√	
Organise, prioritise, meet deadlines & deliver specific outcomes.	√	
Operate/adhere to an agreed budget		√
Write high quality grant and funding bids relating to their work		√
Be outdoor First Aid trained (or a willingness to be trained)	√	
Act as the Designated Safeguarding Lead (DSL)	√	
Work effectively in partnership with a range of stakeholders	√	
Obtain an enhanced DBS Check	√	

4.2 Behavioural Competencies:

Competency	An ability to:	Essential	Desirable
Enthusiasm	Show a commitment to, and enthusiasm for, wildlife conservation, education, and able to inspire others.	√	
Planning & Organising	Plan, prioritise & organise work to meet objectives and deadlines. Initiative & ability to solve problems.	√	
Communication	Communicate professionally in a variety of ways, to range of audiences. Strong inter-personnel skills	√	
Approach	Work precisely and professionally under pressure, with a mature, pragmatic, and flexible approach.	√	
Embracing Change	Innovate and develop conservation systems and initiatives. Striving for continuous improvement.	√	
Motivation	Be self-motivated, high levels of enthusiasm and stamina, able to manage own time and priorities	√	
Delivering Services	Show high performance culture in all work. Stamina to sustain a demanding role.	√	
Teamwork	Enjoyment of teamwork. Ability to delegate and motivate young people and volunteers	√	
Working in partnerships	Demonstrate tact, empathy, understanding, diplomacy, confidentiality, and discretion.	√	
Projecting Confidence	Represent MWT well/professionally. Champion the work, values and principles of MWT.	√	

4.3 Qualifications

	Essential	Desirable
Appropriate qualifications in teaching/education		√
Appropriate qualifications in conservation, ecology, or education		√