



Part-Time Education Officer (Schools)

1. Role Purpose:

The Part-Time Education Officer (Schools) will support the delivery of education and engagement sessions with schools as part of Manx Wildlife Trust's wider education and outreach work.

This role plays a key part in delivering a nature education entitlement to all Year 5 children on the Island under a DESC/DEFA Education Contract. The role is focused on making biodiversity, conservation, wildlife, and the environment relevant to young people, championing MWT's conservation work, and inspiring children and young people across the Isle of Man to connect more strongly with nature.

The role is part-time, working 5 hours per day (normally 9:30am to 3pm, with half an hour for lunch) for up to 3 days per week (Tuesdays, Wednesdays and Thursdays only). This role is based at the Outdoor Learning Centre in West Baldwin, therefore own transport is required.

The postholder will work closely with the Education Officer, to whom they will report, and support delivery during designated teaching periods in Spring 2026 and Autumn 2026.

2. Role Responsibilities:

Core Responsibilities:

- Support the delivery of Laa Feie Manninagh (Manx Wild Day) sessions for all Year 5 pupils in partnership with the Outdoor Learning Centre.
- Deliver engaging, safe, and inclusive outdoor and classroom-based education activities for children of varying ages.
- Ensure high standards of safeguarding, health and safety, and child welfare during all sessions, with the guidance of risk assessments prepared by the Education Officer.
- Assist with the development of education resources and materials that support the Manx Curriculum and Biosphere Isle of Man, if required.
- Maintain accurate records of session delivery and contribute to reporting requirements.
- Maintain a good working relationship with the OLC team and promote a good, collaborative working relationship at all times.

Wider Responsibilities:

- Act as an ambassador for MWT's education and engagement work when engaging with schools, teachers, and pupils.
- Work flexibly with other MWT staff, volunteers, and partners to support delivery of education and engagement initiatives.
- Promote and adhere to MWT's values, policies, and safeguarding commitments.
- Demonstrate at all times the professional behaviours expected of all MWT staff.

3. Working Hours, Place of Work:

This is a part-time, fixed-term post. The Part-Time Education Officer (Schools) will be required during the following periods:

- SPRING 2026: 21st April – 21st May
- AUTUMN 2026: 9th September – 23rd October (TBC)

Applicants may apply for one of these periods only; however, it is advised that preference may be given to candidates who are available to do both.

The postholder will be line-managed by MWT's Education Officer.

The role is part-time, working 5 hours per day (normally 9:30am to 3pm, with half an hour for lunch) for up to 3 days per week (Tuesdays, Wednesdays and Thursdays only). This role is based at the Outdoor Learning Centre in West Baldwin, therefore own transport is required.

A full calendar week without work from Sunday to Saturday will create a break in work. As such, where periods of engagement are separated by a week or more, they will not be joined together for the purposes of establishing continuous service.

You will be paid only for hours you have worked at the rate of **£20** per hour (18.46 plus 8.33% rolled up holiday pay) up to a maximum of £100 per day (5 hours of work). Payment will be made monthly, normally on the 25th of each month (less all applicable deductions in respect of income tax and national insurances contributions) subject to a completed record of hours worked.

Our holiday year runs from February to January, and team members are entitled to 5 weeks holiday (pro rata) each year. Due to the nature of your work, we will pay you rolled up holiday pay. This means for every hour you work you will be paid an additional 8.33% as rolled up holiday pay. This will be shown as a separate item on your itemised pay statement. This means you are being paid your holiday entitlement every time you work.

You will still be entitled to take annual leave from work, but any time you take off for annual leave you will not attract more pay.

If you are required to work a Bank Holiday, then you will be entitled to receive time back in lieu.

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:		
Work outdoors in a remote location, with its corresponding physical demands (e.g. uneven terrain, walking uphill, pushing a wheelbarrow, lifting boxes)	√	
Deliver and evaluate formal education sessions	√	
Collect and collate information, to aid in the preparation of professional reports	√	
Organise, prioritise, meet deadlines & deliver specific outcomes	√	
Operate/adhere to an agreed budget	√	
Be outdoor First Aid trained (or a willingness to be trained)	√	
Work effectively in partnership with a range of stakeholders	√	

Obtain an enhanced DBS Check	√	
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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		√

