

Biodiversity Educator - PT

1. Role Purpose

To deliver MWT's planned biodiversity, conservation, wildlife and environmental education sessions and programmes, ensuring that session logistics are well organised, resources are prepared and sessions run smoothly for schools, community groups and public audiences.

Under the supervision of the Education Officer - PT, the postholder will support the effective delivery of MWT's education activities by implementing plans developed and agreed with the Education Officer. The postholder will work closely with the Head of Engagement, Education Officer, Supply Education Officer, Communications and Marketing Lead, Youth Programmes Officer, Engagement Team, and other MWT staff and volunteers.

The role is focused on making biodiversity, conservation, wildlife and the environment relevant to people, championing MWT conservation work and connecting people in the Isle of Man more strongly to nature, ultimately supporting the delivery of MWT's mission: *'to protect and enhance our environment, create more spaces for wildlife, and inspire people to act for nature'*. Strategic planning, supervisory functions, safeguarding leadership, partnership cultivation and curriculum-linked high school sessions remain within the remit of the Education Officer.

2. Role Responsibilities

2.1 Core Responsibilities

- Support delivery of the IOM Government (DESC/DEFA) Education Contract by delivering planned education sessions, programmes and activity in line with the Education Officer's plan and agreed outputs.
 - Deliver school and community sessions from prepared plans, adapting delivery appropriately for different audiences, abilities and settings.
 - Ensure session logistics are planned and running smoothly, including bookings, resources, equipment, transport arrangements, risk controls and communication with schools or groups.
 - Support advisory visits, teacher training and adult education opportunities as directed by the Education Officer.
 - Use and maintain shared education resources, helping to prepare materials and teaching aids for agreed sessions and programmes.
 - Contribute to targeted public events and community learning opportunities, including Wildlife Watch and MWT events, with weekend delivery shared fairly with the Education Officer by agreement.
 - Keep accurate records of delivery, attendance, feedback and other information needed for reporting against agreed outputs.
- Support the delivery of educational sessions to Year 5 primary school children in partnership with the Outdoor Learning Centre as part of the *Laa Feie Manninagh* (Manx Wild Days)

initiative, providing backup to the Supply Education Officer and Education Officer as required.

- Take ownership of booking in sessions and coordinating practical arrangements, using the shared education email inbox and shared calendar to manage enquiries, bookings and session information.
- Deliver planned education sessions and programmes.
- Support Wildlife Watch children's engagement activity and other public education events, with weekend delivery shared fairly between the Education Officer and Biodiversity Educator by agreement.
- Provide practical content and information for MWT communications, publications and digital channels as requested, helping to showcase education activity and promote public awareness of MWT's offer.
- Work within MWT safeguarding procedures, receiving training and support from the Education Officer and raising any concerns promptly through agreed safeguarding routes.
- Actively participate in MWT meetings appropriate to the role, including Engagement Team meetings, education planning meetings and all-team meetings where required.
- Carry out administrative and desk-based tasks as instructed, including preparing resources, maintaining records, supporting bookings and helping to organise education activity.

2.2 Wider Responsibilities

- Act as an ambassador for MWT during education sessions, public events and community engagement activity, representing the organisation professionally and positively.
- 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 basic income, expenditure and attendance information relating to education activities is recorded accurately and passed to the Education Officer or relevant colleagues as required.
- Provide content and practical support to develop interpretation and information materials for MWT Nature Reserves, Nature Discovery Centres, education resources and wider MWT projects as requested.
- Follow MWT safeguarding procedures and take part in safeguarding training, with support and guidance from the Education Officer.
- Support MWT fundraising and membership activity where relevant to education delivery, including gathering stories, feedback and evidence of impact for colleagues.
- Actively participate in the MWT staff appraisal and development scheme. Monitor the effectiveness of actions, identify opportunities and areas for improvement, and undertake personal professional development or updating when appropriate.
- Demonstrate at all times the professional behaviours expected of all MWT staff.
- Perform other reasonable duties as requested by the Education Officer, Head of Engagement or CEO.

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

This is a fixed-term post for an initial period of one year, with continuation subject to funding, organisational need and the ongoing DEFA/DESC education contract. The role reports to, and is supervised by, the Education Officer - PT.

The role is part-time, working 18.75 hours per week, normally over 2.5 days. The expected working pattern is Wednesday, Thursday and Friday, with Wednesday providing overlap with the Education Officer. Some flexibility will be required for weekend delivery, to be shared fairly between the Education Officer and Biodiversity Educator by agreement.

The role is based out of MWT's Peel headquarters, with frequent travel around the Island to deliver sessions, support events and coordinate practical arrangements. Regular attendance at the Peel office is expected, including for Engagement, which should normally be scheduled on Wednesday afternoons to support overlap between the Education Officer and Biodiversity Educator.

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 per annum), **pro-rated for 18.75 hours per week**. Overtime is not paid, and any additional hours will be taken as time off in lieu (TOIL), agreed in advance with the Education Officer. In addition to the salary, MWT offer a 5% of salary additional pension contribution following completion of a 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. Annual leave and bank holiday entitlement will be pro-rated for part-time hours.

4. Person Specification:

4.1 Technical Competencies:

Skills, Knowledge & Experience:	Essential	Desirable
Ecology, wildlife, habitats and environmental conservation	√	
Experience of delivering education, learning or engagement sessions for children, young people or community audiences		√
Experience of working with schools, teachers or formal education settings		√
Awareness of environmental issues and topics relevant to primary education and community learning	√	
Experience of preparing resources, teaching aids and practical materials for outdoor or environmental learning		√
Excellent communication and interpersonal skills, both verbal and in writing	√	
Excellent working knowledge of IT packages, including Microsoft Office, shared calendars and shared inboxes	√	
A full driving licence and access to transport, as locations can be away from public transport	√	
Interest in The Wildlife Trust movement and support for our goals	√	
An ability and willingness to:		
Deliver and help evaluate formal and informal education sessions from agreed plans	√	
Plan and coordinate session logistics, including bookings, resources, equipment and communication with schools or groups	√	
Produce interpretation displays, teaching aids and practical resources for education delivery	√	
Conduct simple ecological activities with groups and interpret basic biodiversity information for learners		√
Work with volunteers, staff and partners in outdoor and remote locations	√	
Collect and collate information, maintain records and support reporting	√	
Organise, prioritise, meet deadlines and deliver specific outcomes	√	
Operate within agreed budgets and purchasing processes		√
Be outdoor First Aid trained, or willing to be trained	√	
Follow safeguarding procedures and obtain an enhanced DBS check	√	

Work effectively in partnership with a range of stakeholders	√	
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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 a 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 work supportively with colleagues, young people, volunteers and partners.	√	
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		√