



Job title:	Education and Engagement Manager- 12 Month Fixed Term Contract
Reports to:	Head of External Affairs
Responsible for:	Education and Engagement Officer and as appropriate Education and Engagement internships
Purpose of job:	To oversee the development of, and manage the implementation of Education, Careers and Public Engagement activities of the Society, taking a lead on key areas of activity

KEY RESPONSIBILITIES

Education, Careers and Engagement development

- Contribute to the development and implementation of the Society's education and careers and public engagement strategies
- Advise the Society on key areas of public engagement, education and careers policy
- Work with the Education and Engagement Officer to manage the preparation of papers and support secretariat for the Education and Careers Committee, public engagement working group, early careers working group, and other ad hoc working groups as required
- Represent the BES and its views at meetings with external partners where appropriate
- Take responsibility for education and careers projects or engagement projects, including joint work with partner organisations
- Lead on the organisation of meetings, workshops and events including training programmes
- Develop and maintain constructive collaborative partnerships with other organisations in developing and implementing joint projects to increase the impact of the Society's education and engagement work

Communications

- Maintain and update the BES website, including writing and sourcing copy, in particular for the education, careers and public engagement pages, ensuring the needs of the target audience are identified and met
- Keep all BES audiences up to date with BES, education, careers and engagement developments, including contributing to the *BES Bulletin*, *e-bulletin*, the Society's twitter feeds and specific responsibility for the careers twitter feeds
- Ensure that the Society is represented at all key education policy events and maintains an expert reputation in terms of ecological education
- Build and maintain strong relationships with other learned societies and professional bodies in presenting a unified voice for ecology, biology and science as appropriate
- Develop programmes and materials that raise awareness of ecological careers and career pathways suitable across all ages

Line Management

- Lead in the recruitment and induction of education and engagement officers and interns
- Provide regular support and supervision for the work undertaken by the education and engagement officers and interns
- Conduct annual appraisals for line reports, i.e. education and engagement officer
- Work with the education and engagement officer and the relevant committees and working groups to develop annual business plans

Support

- Working with the Education and Engagement Officer to provide secretariat support to ad hoc groups and the Education and Careers Committee, including arrangement of meetings and production of minutes
- Work collaboratively with the Education and Careers committee, public engagement working group and other ad hoc groups as required
- Support the External Affairs Team and where appropriate deputise for the Head of External Affairs to deliver the BES's strategic aims and objectives
- Build effective working relationships with Trustees, members of the Society, and representatives of other organisations
- Maintain effective working relationships with other members of the External Affairs Team
- Support other BES initiatives as required

Finance

- Draft annual departmental budgets ensuring effective use of society resources.
- Monitoring and updating the budgets monthly

PERSON SPECIFICATION

Essential

- Graduate, preferably in ecology or related subject with at least 2 years' experience within an education, public engagement or similar role
- Demonstrable knowledge and understanding of ecological science and public engagement
- Demonstrable ability to innovate, develop and deliver education and/or engagement initiatives
- Experience of developing and delivering training programmes
 - Experience of managing and supporting junior staff and volunteers
 - Excellent written communications, with the ability to analyse, interpret and summarise complex information
 - Excellent organisation skills to manage multiple projects, deadlines and prioritise work
 - Strong interpersonal skills, with experience of developing effective working relationships with a range of individuals
- Good IT skills, with knowledge of Microsoft Office

Desirable

- Qualified teacher status or Masters level qualification in a relevant subject e.g. science communication or similar evidence of further qualification and experience
- Understanding of UK education policy and experience in responding to consultations
- An understanding of the Higher Education sector
- An understanding of academic and other career routes
- Experience of writing webpages and blogs, and use of a content management system to update and maintain these
- Understanding and familiarity with social media
- Familiarity with creative cloud software

Competencies	Level
Team Work Working cooperatively and constructively, building good working relationships, including valuing others	Managerial
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation.	Managerial
Strategic vision	Operational
Continuous Improvement & Adaptability Initiating or participating in changes affecting our job or the organisation as a whole, enhancing performance as a whole	Managerial
Resource Planning & Management Planning, using and managing BES resources effectively	Managerial
Analysis, Judgement & Decision Making Identifying key issues and making sound decisions	Managerial
Information Gathering & Networking Establishing and maintaining good contacts both outside and within the organisation	Managerial

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.