**Job Title: Education Officer**

**Maternity Cover for a period of up to 12 months beginning in mid-February 2019**

**Reports to:** Education and Engagement Manager

**Purpose of job:** To contribute to the development and implementation of Education and Careers activities of the Society and taking a lead on key areas of activity.

**KEY RESPONSIBILITIES**

**Education and Careers development**

* Contribute to the development and implementation of the Society’s education and careers strategy
* Support the External Affairs team in advising the Society on key areas of education and careers policy
* Prepare and deliver papers for the Education and Careers Committee and ad hoc working groups as required
* Represent the BES and its views at meetings with external partners where appropriate
* Leadership and ownership of education and careers projects, with the support of the External Affairs team, where appropriate, including joint work with partner organisations
* Help with 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 work

**Communications**

* Maintain and update the BES website, including writing and sourcing copy, in particular for the education and careers pages, ensuring the needs of the target audience are identified and met
* Keep all BES audiences up to date with BES and education and career developments, including contributing to the *BES Bulletin,* the Society’s twitter feeds and specific responsibility for the careers twitter feeds
* With the support of the External Affairs team 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
* Raise and maintain awareness of the importance of fieldwork and outside learning
* Develop programmes and teaching materials that raise awareness of ecological topics and career pathways suitable across all ages

**Support**

* Providing 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
* Supporting the Education & Engagement Manager in delivering public engagement activities
* Support the External Affairs team 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

* Support the education and engagement manager in drafting, monitoring and updating the Education and Careers budgets

**PERSON SPECIFICATION**

**Essential**

* Graduate, preferably in ecology or related subject, with at least 2 years’ experience within an education setting or equivalent experience
* Demonstrable knowledge and understanding of ecological science
* Excellent written communications, with the ability to analyse, interpret and summarise complex information
* Experience of organising and running events
* Excellent organisation skills and ability to meet multiple deadlines and prioritise work
* Excellent attention to detail
* Strong interpersonal skills, with experience of developing effective working relationships with a range of individuals
* Good IT skills, with knowledge of Microsoft Office

**Desirable**

* Demonstrable ability to innovate, develop and deliver education initiatives
* Experience of developing and delivering training programmes
* Experience of teaching science/biology in pre 19 education
* Experience and understanding of teaching field ecology
* Interest in the public understanding and engagement with science
* Experience of writing webpages and blogs, and use of a content management system to update and maintain these
* Understanding and familiarity with social media