

Job title:	Outreach Project Intern
Reports to:	Engagement & Outreach Manager
Purpose of job:	Support the Engagement & Outreach Manager, and Outreach Project team in the development and delivery of educational resources and activities with primary schools, assisting in the organisation and delivery of in-person and digital training events with early career ecologists and teachers, and data collection and processing.

KEY RESPONSIBILITIES

Event Management

- Supporting the organisation and delivery of practical educational resources and workshops in primary schools, including sourcing information and expertise
- Supporting the organisation and delivery of training workshops for early career ecologists and primary school teachers, run primarily through digital platforms (e.g. Microsoft Teams and Zoom)

Communications

- Assist with creating content for updating the BES website and social media platforms, including writing copy for the learning and resources pages and the Society's social media platforms
- Assist with communications in relation to the Outreach Project, including email and phone correspondence with project partners and participants
- Assist in the promotion and distribution of educational resources

Support

- Attendance at internal and external meetings
- Developing and collating resources to include in the BES Summer School and more widely on the BES website
- Assist with data handling and processing e.g. collating event feedback questionnaires and other data from pupils and educators
- Supporting other BES initiatives as required

PERSON SPECIFICATION

Essential

- Graduate (preferably with natural sciences or education as a core component) previous work experience to demonstrate the person specification
- An interest in ecological sciences and a passion for sharing this interest with others in education, public engagement, or science communication contexts

- Excellent organisation and administrative skills
- Self-motivated with the ability to meet deadlines and prioritise work
- Excellent written and verbal communication skills with the ability to engage with a wide range of audiences
- Flexible and willing to learn
- Excellent attention to detail
- Good IT skills, with experience using Microsoft Office
- Must work remotely for the duration of the project, but must be based (or willing to be located) in the northeast of England, primarily County Durham.
- You must also be willing to undergo an enhanced DBS disclosure check.

Desirable

- Understanding and familiarity with using social media e.g. for promotion, marketing or science communication
- Experience of supporting the organisation and delivery of in-person and digital events
- Experience of media content production or graphic design
- Experience of data handling and processing e.g. using Excel databases

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.