

Job title:	<b>Education Officer</b>
Reports to:	Professional Development Manager (PDM)
Purpose of job:	Deliver the British Ecological Society's strategic aims relating to education, including key projects relating to under-18s

## KEY RESPONSIBILITIES

### Education

- Work with the PDM to develop and implement the society's education strategies
- Deliver the education-related project work, including continuing the legacy of the "Connecting Schools to Nature" project, the recruitment of regional champion schools and expanding the project's impact.
- Develop and maintain a teachers network for primary, secondary and FE teachers.
- Develop and deliver a teacher's training programme at the BES Summer School to support the integration of ecology into teaching
- Develop and disseminate teaching resources, including management and improvement of the BES Encounters platform
- Enhance and maintain constructive collaborative partnerships with other organisations, including developing and implementing joint projects to increase the impact of the society's education work
- Represent the BES and its views at meetings with external partners where appropriate
- Lead the schools and young people's projects within EcologyFest

### Communications

- Maintain the BES website relating to education, ensuring the needs of the target audiences are identified and met
- Keep BES audiences up to date with BES-led and funded education activity, including contributing to The Niche, Newsletter and BES social media channels
- Maintain 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

### Support

- Support the development and delivery of EcologyFest
- Provide secretariat support to relevant working groups, including arrangement of papers and production of minutes for the Education and Careers Committee

- Support the Professional Development team in the delivery of summer schools, events and workshops, leading some events as agreed within the team
- Maintain effective working relationships with other members of the Communities and Inclusion Team and wider teams within the BES
- Build effective working relationships with members of the society and representatives of other organisations, including networks and special interest groups
- Support other BES initiatives as required

## Finance

- Work with the PDM and Director of Communities and Inclusion (DoCI) to secure external funding and resource in kind for the delivery of Education projects
- Support the PDM in maintaining records of education project budgets and financial administration

## COMPETENCIES

Competency	Level
<b>Teamwork</b> Working cooperatively and constructively, building good working relationships, including valuing others	Managerial
<b>Customer Focus</b> Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
<b>Commitment to Excellence</b> Sets the highest standards of performance for self and others in meeting the needs of the organisation	Operational
<b>Continuous Improvement and Adaptability</b> Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Operational
<b>Resource Planning and Management</b> Planning, using, and managing BES resources effectively	Operational
<b>Analysis, Judgement and Decision Making</b> Identifying key issues and making sound decisions	Operational
<b>Information Gathering and Networking</b> Establishing and maintaining good contacts both outside and within the organisation	Operational
<b>Strategic Vision</b> Seeing the wider picture and to taking a long-term view for the benefit of the Society	Operational

*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.*