EDUCATION MANAGER (PARENTAL LEAVE COVER)
Job description and person specification

**Duration of contract:** Fixed-term – late January 2024-September 2024. Full-time.

**Location:** Burlington House, Piccadilly, London

**Reporting:** This role reports into the Head of Engagement

**Line reports:** Education Officer

Applications to undertake this role as a secondment are welcome.

The post-holder will need an enhanced DBS check.

THE LINNEAN SOCIETY

The Linnean Society of London is the world’s oldest active society devoted to ‘the cultivation of the science of natural history in all its branches’. Today, we deliver a wide range of education, public engagement and heritage programmes to support our vision of a world where nature is understood, valued and protected. We welcome a wide diversity of nature enthusiasts to become Linnean Society Fellows and Members, as advocates and supporters of the work we undertake.

Inspiring young people about nature and ensuring their voices are heard is vital to achieve the Society’s vision. This role will lead on the delivery and evaluation of Linnean Society activities for young people within the wider Engagement team while our Education Manager is on parental leave.

The successful candidate will have excellent knowledge of the STEM education sector. They will be inspired by the aims and purpose of the organisation, and they will be motivated to inspire young people about nature.
JOB DESCRIPTION

The post-holder will lead the delivery and evaluation of Linnean Society activities for young people. In undertaking this role, they will be mindful of the need to engage those who may not normally visit cultural venues or take part in nature-based activities. They will also contribute to the wider discussion within the Engagement team about developing a strategic approach to audience development and stakeholder mapping. They will act as the organisation’s Designated Safeguarding Officer.

Primary responsibilities:

- Leading on the development of programmes of activities, workshops and talks that (a) align with the organisation’s vision, and (b) take into account the needs of audiences, particularly ones that are under-represented
- Acting as the organisation’s Designated Safeguarding Officer (DSO): liaising with the Deputy DSO, Governance Manager, CEO and Council member responsible for safeguarding to ensure high visibility of safeguarding throughout the organisation, policies and procedures comply with best practice, and appropriate training for staff
- Maintaining and developing partnerships with schools, colleges, teachers and parents to connect with young people and promote our various programmes
- Maintaining and developing relationships with external stakeholders in the STEM informal education sector in order to develop partnerships that increase our impact
- Determining the most effective approach to create and develop relevant educational resources for young people, schools and families
- Managing the delivery schedule of workshops, talks and other activities in the Linnean Society building, or on behalf of the organisation in schools, festivals or other learning venues. Ensuring this delivery is well resourced
- Managing the Education Officer and any other fixed-term project managers
- Taking the lead on the evaluation of education activities to assess impact: (a) across the entire education programme to ensure we are meeting our vision; and (b) on individual projects to ensure they achieve their stated aims
- Applying feedback on the educational activities in order to improve programmes
- Reaching out to the network of Linnean Society Fellows to involve them in the education work of the organisation
- Helping to prepare funding bids and reports, under the direction of the Head of Engagement
- Ensuring the fantastic education activities of the organisation are communicated more widely to other stakeholders, e.g. blogs, website presence, social media posts, press, potential funders and supporters
- Working with other staff to harness the collective experience and knowledge of the organisation
• Using the CRM system to track stakeholder relationships and run data reports that improve services
• Ensuring all relationships with stakeholders are undertaken in ways that comply with GDPR and privacy policies
• Undertaking any other duties that are reasonable for a post of this nature

This job description provides guidelines under which the individual will work, and could be subject to review depending changing circumstances.

PERSON SPECIFICATION:

Qualifications and training
• Educated to degree-level standard (or equivalent) in a subject relevant to the work of the organisation (Essential)
• Supplementary qualifications in science education, teaching, public engagement or other relevant subject (Desirable)
• Safeguarding training (Desirable)

Experience and knowledge
• A minimum of five years’ experience delivering education activities to young people in a relevant setting (e.g. in museums, schools, science centres) (Essential)
• Experience with safeguarding policies and procedures (Essential)
• Experience in project management or general administration (Essential)
• Experience in resource management and cost control (Essential)
• Experience in generating income to support charitable activities (Essential)
• Experience in effectively evaluating activities (Essential)
• Knowledge of the relevant areas of the national curriculum (Essential)
• Good knowledge and sensitivity to EDI, cultural and disability issues (Essential)
• Experience of managing and motivating others (Essential)
• Experience in communications, marketing, PR etc (Desirable)
• Experience in working with an outcomes-driven approach using robust quantitative and qualitative evaluation and/or CRM systems (Desirable)

Skills and abilities
• Ability to inspire and support a small team to ensure they perform well, are motivated by their work and are happy (Essential)
• Ability to apply strategy in a practical context (Essential)
• Excellent communication, presentation and writing skills (Essential)
• Good external networking and relationship management skills (Essential)
• Excellent team-working skills (Essential)
• Excellent IT, information management and record-keeping skills (Essential)
• Able to work under pressure to tight deadlines and multi-task when necessary (Essential)
• Able to seek improvements, adapt flexibly to changing circumstances and find pragmatic solutions (Essential)

Personal
• A keen interest in the vision and purpose of the Linnean Society (Essential)
• Enthusiasm and passion for inspiring young people about nature (Essential)
• Commitment to developing a positive and supportive workplace culture (Essential)
• Commitment to equality, diversity and inclusion (Essential)
• Commitment to the highest professional standards (Essential)
• A positive can-do attitude (Essential)

APPLICATION PROCESS

To submit an application, please send a CV and letter of support (no more than two pages) to HR@linnean.org. Please make it clear in your letter of support if you are seeking to undertake the role as a secondment.

Deadline: Monday 20 November 2023, 09.00 (GMT)
Interviews: Expected to be held in the week beginning 04 December 2023