



EDUCATION MANAGER (PARENTAL LEAVE COVER)

Job description and person specification

Contract: Full-time, Fixed-term – dates expected to be late May 2026 to 31 March 2027.

Location: Burlington House, Piccadilly, London

Salary: £34,000 per annum

Reporting: This role reports into the Head of Engagement

Line reports: Engagement Officer, Nature Networks Project Manager

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.

The Linnean Society is committed to safeguarding the welfare and wellbeing of children and vulnerable adults – we require all individuals associated with the Linnean Society to share this commitment, and to work together to help achieve the best possible outcomes and to protect their right to live in safety, free from abuse and neglect.

JOB DESCRIPTION

The post-holder will lead the delivery and evaluation of Linnean Society activities for young people.

- Our in-house schools workshops for KS1,2 and 3
- Our Local Nature Grants (including implementing London Wave)
- Green Careers Conference in collaboration with British Ecological Society
- Outreach at festivals and events
- Work Experience programme
- Overseeing the Nature Networks Programme

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 act as the organisation's Designated Safeguarding Officer, ensuring our [Safeguarding Policy](#) is followed and visible to staff and visitors. They will line manage two direct reports, the Engagement Officer and Nature Networks Project Manager.

Primary responsibilities:

- Leading on the development of our existing programmes, ensuring that they 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
- Managing the scheduling and delivery of school workshops in the Linnean Society building, ensuring this delivery is well resourced, coordinated with other staff in the building and is responsive to feedback
- Manage the Our Local Nature Grants programme, supported by the Engagement Officer, including advertising for applications, managing a Youth Panel to select successful grants, and developing an engagement programme for awardees as part of The London Wave, funded by the Mayor of London.
- Deliver the Green Careers Conference event for undergraduate students in November 2026, in partnership with the British Ecological Society
- Overseeing the Nature Networks Project Manager to deliver and manage the programme, including evaluation and reporting to the funder, John Lyon's Charity
- Managing the Society's Work Experience programme, which gives students a week at the Society twice a year
- Occasionally representing the Society, providing outreach activities at external fairs, festivals and events

- Maintaining and developing relationships, always ensuring compliance with GDPR. These include:
 - schools, colleges, teachers and parents to promote our programmes
 - external stakeholders and partners in the STEM informal education sector
- Line managing the Engagement Officer and Nature Networks Project Manager
- 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
- 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)
- Training in safeguarding (Essential), and ideally at DSO level (Desirable)
- Experience in project management or general administration (Essential)
- Experience in resource management and cost control (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 of event management (Desirable)
- Experience in working with an outcomes-driven approach using robust quantitative and qualitative evaluation (Desirable)
- Experience in generating income to support charitable activities (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: Sunday 8 March 2026, 23.00 (GMT)

Interviews: Expected to be held in the week beginning 23 March 2026