

Role profile Education Officer

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| Job title: | Education Officer |
| Location: | Scottish Seabird Centre, The Harbour, North Berwick |
| Reports to: | Chief Executive |
| Hours: | 37.5 hours per week, covering both term time and school holiday periods including occasional Bank holiday, weekend and evening work |
| Salary: | £23,500 - £26,000 subject to experience |
| Status: | Permanent – job share may be considered |

Background

The Scottish Seabird Centre is a conservation and education charity whose purpose is *“Inspiring and educating people about the Scottish marine environment, motivating them to care for it, and supporting conservation projects”*. Based in North Berwick, East Lothian we overlook the marine environment in the Firth of Forth and receive over 200,000 visits each year to our attraction.

We have four key pillars to our work:

- **Conservation** we develop, practically undertake, and promote models of conservation best practice and citizen science.
- **Education** we deliver education programmes, science resources and events and use innovative ways to provide information on the marine environment.
- **Communities** we work in partnership with diverse communities including enhancing the experience for visitors to North Berwick.
- **Experience** we offer a 5-star, year-round visitor experience that helps people to make informed choices about the management of the marine environment.

Our charitable work is supported by our not-for-profit Trading Company Scottish Seabird Centre Limited and our 5-star visitor attraction which provides a valuable resource for members and visitors.

Job description

This role is responsible for the development and delivery of informal education activities to help people learn more about Scotland's marine and coastal environments and the amazing ecosystems and wildlife we have. Our goal is to ensure that everyone has an opportunity to engage with the Scottish marine environment and access to educational resources by increasing the diversity of audience (all ages, abilities, social background, geography) of beneficiaries that we can reach.

Our education activities have a significant outdoor component, and this is complemented by workshops sessions delivered at our Centre, or through outreach and physical and digital resources. The age range spans primary, secondary and tertiary with a growing focus on offering sessions for young people who may be disengaging from formal education.

The education officer is a key member of our learning team which includes project staff delivering conservation and outreach activities and representatives from our visitor experience team.

Principal Duties

1. Develop with partners and deliver a year-round, structured programme of activities and supporting resources that can be offered to schools and other youth / community-based groups, with a clear link to the curriculum for excellence and STEM learning (typically 2-3 sessions weekly).
2. Deliver and enhance our existing programme of fun wildlife club sessions (typically Friday half-day sessions during terms) and holiday clubs for P1-P7 years (typically 8 weeks of holiday club).
3. Support the development of our activities for the 16-24 years age group, including through the development of our youth ambassadors, career drop-in sessions and activities for those who may have disengaged from formal education.
4. Work with our established Volunteer Group to build the pool of volunteers who can help support our educational activities on a regular basis.

5. Review and further develop our existing physical and digital resources (e.g. Dive In learning packs, STEM videos, workshop support packs, Instagram stories, Virtual Reality) ensuring that these benefit from stakeholder input and are tested, evaluated and adapted.
6. Manage the administration of all education bookings and payments (with finance team) and ensure that appropriate data and evidence is gathered for our impact reports and/or evaluation reports to funders.
7. Proactively promote (with marketing/communications team) our educational offer and share appropriate stories from education sessions that help build the profile of our offer through our social media channels.
8. Take lead responsibility for keeping our education website pages up to date, ensuring that these effectively market our education offer to key target audiences and let people know 'what's on'.
9. Be an active member of our learning team, contributing new and innovative ideas that help us develop our education offer in fun and interactive ways and to increase our reach (audiences and geography). This will include contributing to funding applications.
10. Take responsibility for your own learning and development via online learning, through job shadowing or attendance at workshops and conferences.
11. Take responsibility for the health, safety and welfare of yourself and participants by undertaking appropriate risk assessments for activities and keeping these under review.
12. Support any other reasonable activities allocated to you by your manager, which help increase team resilience and support the overall delivery of our conservation and education activities.

Essential skills and experience

- Experience of teaching a range of ages in both outdoor and indoor settings, with a STEM focus.
- Creative flair with ability to produce new, high-quality sessions and resources (physical and digital).
- Effective forward planning and administration skills, with an ability to self-manage your work.
- Team player willing to be flexible and responsive to learning team needs.
- A confident communicator – verbal and written.
- Ability to remain calm and respond to difficult situations.

Appointment will be subject to evidence of, or satisfactory completion of, Disclosure Scotland procedures (Protecting Vulnerable Groups).

Desirable skills and experience

- Passion for the marine environment and environmental sustainability.
- Evidence of taking an inclusive approach to learning.
- Proficient in the use of Microsoft Office packages.
- Willingness to travel to deliver outreach activities.
- Appropriately first-aid qualified or willingness to be trained.

Our values

Our values underpin everything we do. We take pride in bringing these to life in all that we do. We are:

- **PASSIONATE** about Scotland's coastal and marine environment.
- **INSPIRE** others to explore and care for Scotland's coastal and marine environment.
- **INNOVATE** with the approaches we use to engage with people.
- **COLLABORATE** with local and national partners to convey the importance of Scotland's marine environment.
- **INFORMED** about the current health of Scotland's marine wildlife and habitats and the actions required to protect it.
- **TRUSTWORTHY** providing reliable information and acting with integrity and without bias.

Performance: to be measured against clearly defined measurable and challenging goals.

Benefits:

- Pension available
- 20% discount in the Centre's Gift Shop and Seabird Café.
- 10% discount on the Seabird Centre boat trips.
- Free entry to the Discovery Experience, for you and family members (restrictions on numbers apply).
- Free access to a range of Scottish visitor attractions with an Association of Scottish Visitor Attractions card.
- Free access/ special offers for a range of East Lothian attractions with an East Lothian Tourism Attraction Group card.

To Apply

Please send a CV and cover letter setting out why you wish to work for the Scottish Seabird Centre and the experience and competencies that you would most bring to the role. Please send to info@seabird.org by **noon on 16th September 2022**.