

Project Officer (Wetland Learning Hub)

Grade: 8

Directorate: Conservation

Location: WWT Slimbridge Wetland Centre with hybrid working options (home working possible)

Reporting to: International Engagement Manager

Main function of post: To coordinate the pioneering multi-partner “Wetland Learning Hub” project, which will develop an accessible, affordable and comprehensive global capacity building hub and forum. The project will build on the initial research and pilot phase, creating a long-term global resource to deliver better wetland conservation. The project will support early career professionals to become effective wetland conservationists and establish a global wetland conservation community.

Supervisory responsibilities: Management of project-based staff, students and volunteers

Responsibilities of the post

1. To collaborate with partners and stakeholders in order to develop and deliver online and in-person courses.
2. To directly develop and deliver a selection of relevant core materials, building on the pilot phase.
3. To develop and manage the Wetland Learning Hub website.
4. To develop and manage a virtual learning environment, which will allow delivery of a number of training courses in an effective and engaging way.
5. To establish good working relationships and develop appropriate communication links with key external stakeholders and project partners in order to organise, facilitate and participate in working groups, project meetings and workshops.
6. To coordinate the monitoring and evaluation led by partners and on a project-wide level, including development of regional hubs to roll out training where it is needed.

7. To lead on marketing the course and undertaking stakeholder analysis including need, appetite to pay and feedback.
8. To identify funding opportunities for further work and work with fundraising colleagues to produce funding applications.
9. To undertake a variety of administrative duties to support the work of the project
10. To provide leadership to all staff and volunteers working within the project team enabling every team members contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people framework.
11. Be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
12. Ensure that in the course of your work you adhere to the WWT Data Protection policy and GDPR standards.
13. To ensure that health, safety and wellbeing of everyone in your project team is an integral part of how they work, creating a safe environment for staff and volunteers by implementing WWT's health & safety procedures and protocols.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: April 2024

Amended:

Person Specification

1. Qualifications

Essential:

- Degree or equivalent experience/qualification in a discipline relevant to engagement and awareness-raising, environmental education, delivery of adult education activities
- Current passport

Desirable:

- Wetland conservation or similar

2. Experience

Essential:

- Experience of delivery of environmental education projects for a broad and international range of adult learners
- Development of learning resources, particularly online
- Knowledge of new approaches to online learning including virtual learning environments (VLE)
- Computer skills including MS Word, Outlook, Moodle (or similar VLE), OneDrive/Teams, PowerPoint and Excel
- Experience in the production of reports
- Experience of working internationally
- Understanding of the importance of wetlands

Desirable:

- Experience of working in a formal education capacity.
- Experience in using other software such as: InDesign and Photoshop
- Familiarity with WordPress
- Work experience in the Global South

3. Managerial & Supervisory

Essential:

- Experience of managing volunteers and sub-contractors on projects
- Experience of providing training to adult learners
- Project management skills
- Evaluation and record keeping skills

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers / Casual Workers	0	2
Contractors	0	1-2

4. Responsibility

Essential:

- Professional competence and independent action required in completion of tasks
- Ability to manage small projects to time and budget
- Ability to develop good relationships with participants and key partners.
- Ability to deliver tasks to a high standard

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility (Sign off level)	£1,000
Income	N/A
Project Size (normally managed)	medium
Assets (required for job, exc. buildings)	N/A
Visitors (number per annum)	N/A

5. Creative Ability

Essential:

- Ability to originate ideas and bring creative thought to develop new approaches to online learning
- Problem solver who proposes solutions and improvements for approaches to work
- Holistic thinker and 'completer-finisher'
- Ability to understand situations and deliver solutions in a multi-cultural environment
- Personal commitment to nature conservation, the environment and sustainability

6. Contact

Essential:

- Demonstrate excellent communication skills particularly in different cultural settings
- Good interpersonal and negotiations skills with a range of international colleagues
- Ability to develop and maintain contacts with a range of partners and participants globally
- Ability to work and communicate effectively within teams
- Promotional and publicity ability
- Excellent all-round IT skills
- Fluent written and spoken English

Desirable:

- Experience of organising external online workshops, meetings and conferences
- Competency in French

General Notes

This position will from time to time require work during some evenings or early mornings to meet the needs of the post.