

## Role Profile

**Job Title:** Head of Learning & Social Impact

**Salary:** On application

**Benefits:** Pension at 5%, 31 days annual leave including Bank Holidays

**Hours:** 35 hours per week, although flexibility is essential

**Location:** Marwell Wildlife, Hampshire with occasional national and international travel

**Reports to:** Director of Conservation

**Management:** Line management responsibility for Education, and Public Engagement Managers, and with over-arching responsibility for the wider team, students, volunteers and project contractors.

**Role Purpose and Role Dimensions:**

- Develop and deliver high quality education, public awareness and environmental change management programmes.
- Evaluate associated learning outcomes and social impact, and publish these results.
- Lead and manage the capability and capacity of your team.
- Generate income from programme delivery and grants.
- Maintain strategic and valued relationships with relevant statutory authorities, academic and non-governmental partners.

**Financial Dimensions:** Delegated cost centre management, including income and expenditure budgets.

**Key Internal Contacts**

- Conservation Biology team
- Animal Management team
- Sustainability Manager
- Finance team
- Health & Safety Manager
- HR team
- Marketing team
- Conservation Committee
- Ethics Committee

## The Role

### Charitable Delivery

- Provide technical input and support the delivery of Marwell's global activities.
- Publish results of research in collaboration with members of the team and external partners.
- Support and contribute to the academic and practical training of students and representatives of partner organisations and communities.
- Collaborate and manage positive relationships with approved project partners.
- Contribute to development and implementation of local, national and international conservation policies and strategic plans.

### Communications

- Communicate the activities and impacts of the team internally and externally through the intranet, website and other agreed media.
- Produce an annual report of education outputs, outcomes and impacts.
- Facilitate and participate in education, media and marketing initiatives as required.
- Represent Marwell at local, national and international meetings and forums.

### Planning and Evaluation

- Contribute to the strategic planning of charitable delivery.
- Deliver, monitor and evaluate the education, public engagement and social science plan.
- Lead the review and development of policies and processes governing delivery of education and public engagement programmes.
- Contribute to the design and delivery of exhibits and interpretation materials.
- Review and update operational risks.
- Submit monthly report of the team's activities.

### Financial

- Prepare and manage annual budget.
- Deliver a business plan to generate and enhance income.
- Prepare for and attend regular cost centre monitoring meetings.

### Human Resources

- Provide team leadership, manage and mentor staff.
- Oversee staff recruitment and resourcing.
- Ensure all members of staff receive biannual appraisals.
- Develop and ensure the delivery of training and continued professional development programme for all members of the team.

### Health & Safety

- Maintain the safety and security of all people including staff, volunteers, school groups, contractors and other participants.
- Monitor and ensure departmental adherence to health and safety policy and procedures.
- Maintain and update risk assessments, implement and monitor specific health & safety measures.

### Compliance and Best Practice

- Ensure compliance with relevant legislation and recognised standards of best practice.
- Deliver externally certified quality assurance standards.
- Ensure departmental adherence to environmental policy and procedures.
- Lead Marwell's safeguarding policy and practices.

## The Person

### **Qualifications and Experience**

- Post-graduate qualification (ideally, PhD) in environmental, educational or social science.
- Successful delivery of environmental or conservation education initiatives.
- Application of social sciences to catalyse change.
- Understanding of education policy and framework.
- Track record demonstrating empathetic management.
- Managing teams and developing people.
- Planning and policy development.
- Leading projects and processes.
- Budget and other resource management.
- Ethical review and application of value judgements.
- Experienced academic supervisor.
- Proven track record in relationship building and fund raising.

### **Skills, Abilities and Attributes**

- Infectious enthusiasm for nature and conservation.
- Deep understanding of the value of nature for human wellbeing.
- Genuinely collaborative and embracing manner.
- Nurturing character who respects, values and supports roles and operational capabilities of the team.
- Flexible, reliable and enthusiastic with ability to take responsibility.
- Exceptional coaching and mentoring skills.
- Clear inter-personal communication and conflict resolution skills.
- Ability to prioritise, make critical decisions and to apply consistent and sound value judgements.
- Aptitude for innovative problem solving and addressing complex issues.
- Excellent meeting facilitation skills.
- Engaging and confident public speaker.
- Highly competent planning and project management skills.
- Highly proficient IT skills.