

Job Description

JOB TITLE:	Animal Management Centre (AMC) & Zoo Education Officer
GRADE:	Band H Support Pay Scale
HOURS:	Full time, All year round (40 hours a week to include weekends and school holidays)
REPORTS TO:	Land Based Commercial Manager
RESPONSIBLE FOR:	N/A
CAMPUS:	BCA
JOB PURPOSE:	Provide outstanding educational animal experiences to members of the public through the provision of encounters, zoo days, academies, zoo keeper for the day and other seasonal events.

Main Duties

1. Initiate, plan and deliver new and existing education focused commercial activities using both the zoo and livestock areas.
 2. Meet financial targets as set by the Land based Commercial Manager.
 3. Build strong, long term and productive relationships with schools, education sector organisations and industry partners.
 4. Share an enthusiasm and passion for educating the public about animal conservation, sustainability & food production.
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- 1 **Support Learning**
 - 1.1 Work with the curriculum team to organise and deliver animal management focused student taster days / college insight sessions.
 - 1.2 Coordinate and manage a student education team of L3 year 2 learners to run zoo days and events as part of their yearly curriculum.
 - 1.3 Provide practical demonstration and instruction within a learning environment as required.
 - 1.4 Prepare equipment, materials and practical learning environments for lessons, workshops and encounters.
 - 1.5 Provide advice and guidance to students and members of the public.
 - 1.6 Participate in parents' evenings, recruitment, trade events, conferences, open days and other marketing events as appropriate.
 - 1.7 Work with the AMC team to meet the specifications and pass inspection visits for the council licence inspections, BIAZA and other memberships.

2 Provide a Safe Environment

- 2.1 Maintain safe working practices within the practical learning area, completing risk assessments where appropriate.
- 2.2 Produce all encounter, experience day and commercial activity related risk assessments and policies.
- 2.3 Maintain and schedule maintenance and servicing of all equipment, tools and machinery, producing estimates of repairs where required.
- 2.4 Ensure supplies, parts and consumables are safely stored and that adequate stocks are maintained.
- 2.5 Ensure the AMC & Zoo areas, reception and facilities are kept clean and tidy.

3. General Duties

- 3.1 Design and deliver school activities that meet the national curriculum requirements.
- 3.2 Design and run BIAZA, ABWAK and other industry focused workshops that meet the AMC's aim and objectives of sharing best practice.
- 3.3 Manage the AMC's social media resources, website and fully utilise these as a marketing tool to share knowledge, best practice and advertise our events and resources.
- 3.3 Work closely with other college departments to maximise marketing and visibility by our target audience.
- 3.4 Maintain an organised and professional record system for public and school bookings, including collecting feedback.
- 3.5 Contribute towards the production of marketing and encounter materials i.e. leaflets, certificates, signage etc.
- 3.6 Carry out guided tours and additional presentations/workshops where required.
- 3.7 Work with the Land Based Commercial Manager to Strengthen partnerships and develop new opportunities to enhance our commercial offerings and engage new audiences.
- 3.8 Develop knowledge on the species housed in the Animal Management Centre so as to aid the delivery of encounters and experience sessions.
- 3.9 Support student groups and help care for and train the animals if or when needed.
- 3.10 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 3.11 Be responsible for safeguarding and promoting the welfare of students and visitors.
- 3.12 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 3.13 Prepare the AMC prior to and after events. This may include cleaning facilities and moving equipment.
- 3.14 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION - TECHNICIAN

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L3 qualification or above in animal management, events or education	X		AF
L2 English	X		AF
L2 maths	X		AF
First Aid qualification or willing to work towards	X		AF / IV
Teaching qualification		X	AF
EXPERIENCE			
Work experience relevant to area	X		AF / IV
Experience of working with young people		X	AF / IV
Experience of working in an educational environment		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Experience of social media and marketing		X	AF/IV
IT skills e.g. word, excel, power-point, email, databases	X		AF
Good customer service skills	X		Test
Good administrative skills	X		AF
Ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for educating the public about conservation, sustainability & food production	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation