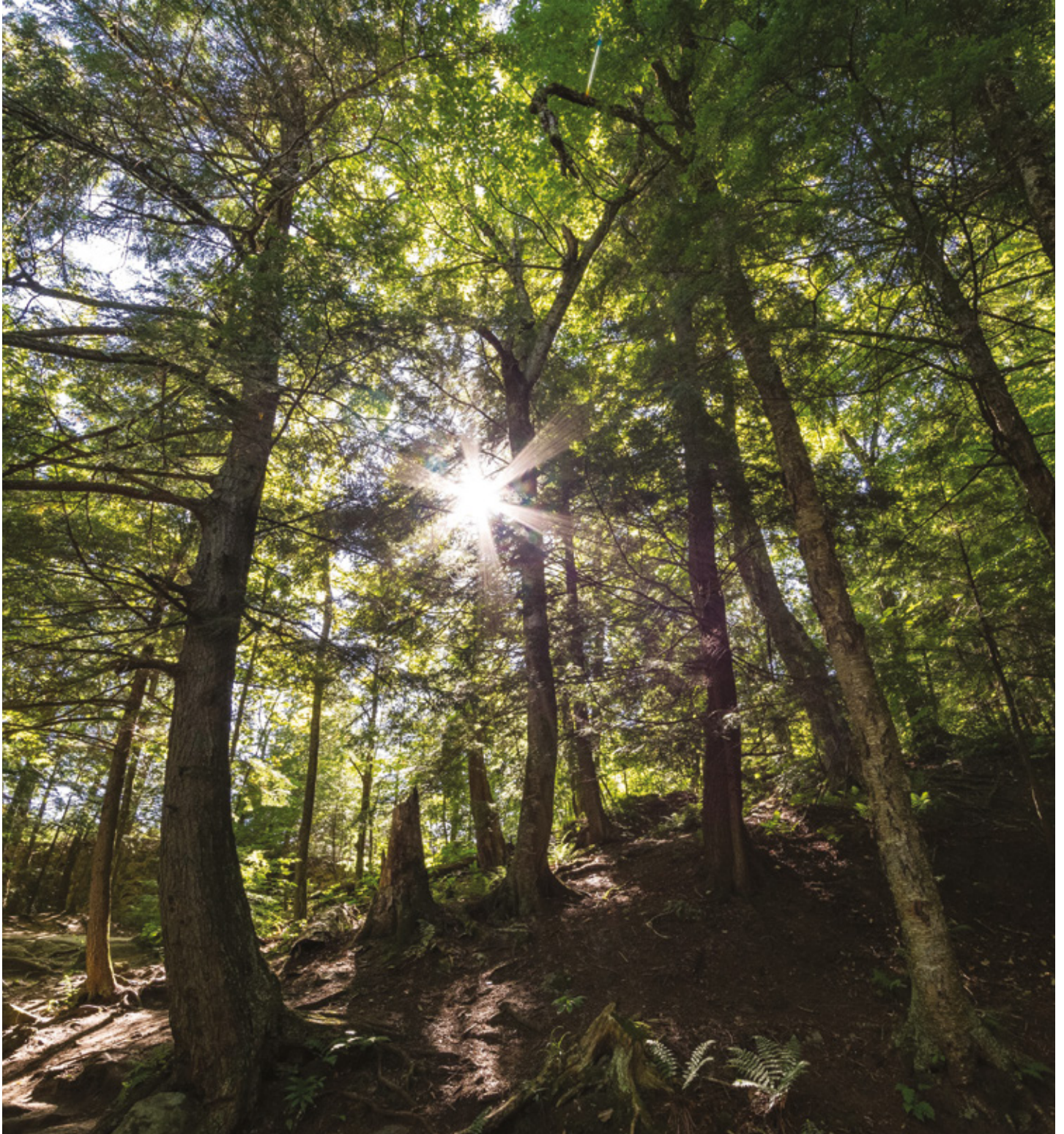




Job description

Conservation Training Officer



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

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REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Ogier Global (UK) Limited, 4th Floor, 3 St Helen's Place, London, EC3A 6A

Job purpose

To support the work of Durrell Conservation Academy in the delivery of our conservation training programmes, in line with our vision to create a global community of conservation professionals rewilding the world. In particular, this role will be responsible for delivering and improving the administrative processes in support of our Training Academy including the advertising of our courses, alongside in-person and online training of conservation professionals, and contributing to engagement with our alumni network.

**CONSERVATION
TRAINING OFFICER**

DEPARTMENT
Conservation Knowledge
(Training)

REPORTS TO
Conservation Training Manager

CONTRACT
Permanent

HOURS
Full time (35 hours per week)

LOCATION
Durrell Conservation Academy,
Jersey Zoo



Key responsibilities

- Administrative support of our Academy, including:
- To provide the first point of contact (electronically and verbally) with prospective applicants for the Academy (including some international courses);
- To enrol students on our LMS, and in our training database;
- To coordinate visas for international students visiting Jersey and assist in booking their travel for course attendance, as well as that of visiting lecturers;
- To lead on development and distribution of marketing materials and putting in place system for tracking uptake/impacts.
- Liaise with the finance and Hostel teams for the invoicing of students and universities for time spent at the Academy;
- To lead on the development and upkeep of our marketing contacts database;
- Ensure that the Academy website is up to date and refreshed regularly;
- To assist in the collation of feedback from students, and helping to prepare monthly, quarterly and annual reports as required;
- To strive to improve the efficiency of all of the administrative tasks at the Academy through automation and use of new technologies;
- Training – including preparation and delivery of sessions on a range of issues relating to biodiversity, species recovery, research e.t.c.;
- Marking of student assignments at the post-graduate level;
- Providing academic support for students – including running general discussions, tutoring students with project proposals etc;
- Support the management of teaching resources provided on Durrell's online Learning Management System (LMS), tracking student's progress and ensuring learning materials are up to date and accessible.
- Develop new materials on the LMS as required;
- In collaboration with other members of the training team, support our Alumni network, a global community of conservation professional from around the world who have trained with us.

Additional responsibilities

- Monitoring and evaluation support – working with the Conservation Impact team to ensure the robust monitoring and evaluation of training outcomes;
- Ensuring students adhere to values and that problems are reported as appropriate;
- Fundraising support – including providing information to assist with funding proposals and donor reporting;
- Representing the work of Durrell at events to members of the public and supporters.

Knowledge, skill and ability

Essential

- Undergraduate qualification in conservation science with teaching experience, or a qualification in teaching / training with conservation experience;
- Excellent administrative and IT skills;
- Excellent written and verbal communication skills;
- Excellent presentation skills;
- Meticulous attention to detail.

Desirable

- Experience in the delivery of face-to-face training of conservation professionals;
- Experience in the management of learning management systems or virtual learning environments is desirable;
- Experience of managing and developing administrative processes, especially in a learning or training environment.



Behaviours and values

- Sensitive to working with people from different cultural backgrounds;
- Able to demonstrate a clear passion and commitment to the professional development of conservation professionals from a range of backgrounds;
- Capable of planning and prioritising own workload;
- Capable of showing initiative and working well under pressure;
- Capable of planning ahead and working within agreed timeframes.



Introduction to Durrell

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

Our values

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.

