Job Description

Education Manager

Team: Conservation Team

Reporting to: Operations Manager

Location: Education Centre, Dell Quay, Chichester Harbour

Employment Type: Permanent

Duration: Full Time

Hours per Week: 37 hrs

Salary Pay Band and SCP: Grade 10 (SCPs 29-32); £41,177 to £44,253

Primary Purpose
Planning and delivery of the Chichester Harbour Education Service.

Job Summary
- To lead, plan and deliver a programme of school visits and outreach activities.
- To manage the Education Centre.
- To ensure effective delivery against targets set in the Chichester Harbour management Plan..

Key Responsibilities
- To manage Education Centre resources, equipment, assets and facilities to enable Education Officers and Teachers to deliver customer bookings and programmes.
- To lead, manage and inspire line reports and co-ordinate education volunteers.
- To develop new learning programmes and initiatives, encouraging innovation and service excellence.
- To manage the education budget including financial and risk management,.
- To deliver grant funded projects and seek opportunities for additional income generation to expand the Education Centre offer.
- Providing the external face of the Education Centre, build upon existing and new relationships between Chichester Harbour Conservancy (CHC) and its partners, including local schools, colleges, universities and other conservation organisations with an educational remit.
- To be the Safeguarding Officer for CHC including following the CHC Safeguarding and Child Protection Policies and Procedures, and to report any concerns in line with these at all times. To manage the use of the education minibus including overseeing servicing and ongoing maintenance.
- To manage the recruitment of education staff and volunteers.
  To ensure DBS checks for all education staff and volunteers are completed and renewed as required.
- To support local schools career services, attending careers fairs, arranging mock interviews and workshops.
- To manage the programme of work experience or work placements for under 18s.

- To prepare and undertake public presentations as required.

Other

- To undertake any other reasonable duties or tasks as directed by the CEO.
- To familiarise yourself with, and comply with all CHC policies, procedures and codes of conduct at all times.
- To comply with all health and safety policies and procedures, take reasonable care of their own health and that of others and report hazards, incidents and unsafe practices in accordance with the safety management system.
- To drive forward a positive culture of continuous improvement.

Location and Working Pattern

- Predominantly at the Education Centre, Dell Quay. There is a requirement to attend meetings and site visits across the harbour on a regular basis and further afield occasionally.
- Flexible home working is possible within the constraints of the role.

Person Specification

Essential

- A relevant degree-level education (or equivalent).
- At least five years' experience of working in education and a Teaching Certificate
- Advanced knowledge and understanding of the national curriculum and outdoor learning.
- Experience of managing staff and volunteers .
- Experience of budget management, financial planning and risk management
- Experience of successfully applying for external funding and income generating opportunities
- Strong partnership-working skills with volunteers, schools and other educational establishments.
- Highly organised and able to work on own initiative and as part of a multi-disciplinary team.
- Excellent written and verbal communication skills to a wide range of audiences
- IT skills with good working knowledge of Microsoft Office.
- DBS checked and an excellent understanding of legal, regulatory and safeguarding compliance.

Desirable

- Awareness of working in estuarine and coastal environments.
- Experience of minibus driving (if licensed)

Reporting Structure

- Reports to: Operations Manager
- Reports on: Education Officer(s), Education Team Teachers

Benefits

- Member of local government pension scheme.
- Employee benefits scheme.
- Local benefits.