



# WILDHEART TRUST

## JOB DESCRIPTION

### Learning and Discovery Officer

Job Title:	Learning and Discovery Officer
Department:	Learning and Discovery
Location:	Wildheart Animal Sanctuary, Sandown, Isle of Wight
Reports To:	Learning and Discovery Manager
Supervisory Responsibilities:	Supervision of educational groups
Functional Relationship:	Works closely with schools and other formal educational groups

### General Function of the Position

The primary functions of this position are:

- to deliver guided tours in an engaging way linking with agreed learning objectives
- to, deliver educational outreach sessions for schools and other groups
- to constructively feedback on sessions to assist the Learning and Discovery Manager to continually improve the sessions.

### Who Are We

The Wildheart Trust is a registered charity which is dedicated to rescuing animals from cruelty and optimises their power as ambassadors to end animal exploitation and protecting their wild counterparts. The Trust runs the Wildheart Animal Sanctuary and provides governance for its conservation aims.

Never before have the realities of widespread animal exploitation and abuse been so apparent. We aim to end animal cruelty in captivity, whilst ensuring cohesive and well-functioning ecosystems in the wild.

The Trust actively campaigns to end practices that drive animal suffering in captivity. In addition, it links the rescued animals with its conservation work, providing funds and technical support to in-situ conservation programmes for tigers in India, lemurs in Madagascar and native species here in the UK.

### Organisational Values

The Wildheart Trust has three values that form the core of how employees carry out their work at The Wildheart Animal Sanctuary and across any future organisational developments it may have. The values shape the culture of the organisation and demonstrate what is important within

The Wildheart Trust. These values focus on how we do our job and how we conduct ourselves in the workplace, and as a Trust:

- We are united and thrive as a team
- Every interaction is an opportunity to impress
- We are purposeful and at the forefront of change

### Key Tasks

<b>1. Education</b>	<p>Delivering guided tours to educational groups at the sanctuary</p> <p>Delivering educational outreach sessions, utilising appropriate species from the sanctuary</p> <p>Assist with evaluation of taught sessions to allow continual improvements</p> <p>Ensure all sessions are delivered in an exciting and engaging fashion</p> <p>Ensure all sessions meet any pre agreed learning objectives provided by the school</p> <p>Provide input to the head of learning and discovery on the content of the educational sessions</p>
<b>2. Project Work</b>	Design and support key projects as set by L&D Manager
<b>3. Conservation</b>	<p>Good understanding and knowledge of the conservation projects being supported by the sanctuary, linking our work to educational objectives</p> <p>Helping people to further understand how they could participate in wildlife conservation in their own neighbourhoods and through lifestyle choices</p>
<b>4. Health and Safety</b>	<p>To comply with all health and safety requirements as per the Wildheart Animal Sanctuary Health and Safety Manual.</p> <p>To read, understand and adhere to all departmental safe working procedures and risk assessments.</p>
<b>5. Planning</b>	Attend departmental meetings / undertake agreed actions
<b>6. Human Resources</b>	Attend formal and informal training as required. Identify additional training with the supervisor for professional development

### Person Specification Details

<b>Qualifications</b>	A background in biological sciences, animal care or teaching is desirable
<b>Experience</b>	Experience teaching a diverse range of groups of students in a formal and/or informal educational setting

### Skills and Abilities

<b>Teaching</b>	<p>Be able to deliver sessions in an exciting and engaging way</p> <p>Excellent communication skills with a diverse range of groups</p> <p>Sound knowledge of how the natural world links with educational objectives</p>
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<b>IT Skills</b>	A good working knowledge of MS and Office 365 applications Knowledge on how to use Canva would be beneficial
<b>Positive Attitude</b>	Positive, enthusiastic 'can do' attitude
<b>Outside work</b>	Willingness to work outside in all weathers
<b>Reliability &amp; Flexibility</b>	Reliable with a strong work ethic The flexibility to be able to work variable shifts 5 days out of 7 a week
<b>Time Management</b>	Good time management and organisational skills
<b>Visitor Focused</b>	Excellent customer service skills Strong communication and people skills including a positive, friendly and approachable attitude at all times towards visitors to the sanctuary
<b>Teamwork</b>	Actively participates as a member of a team to move the team toward the completion of goals Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team Accepts share of workload
<b>Living the values</b>	An understanding of the values and behaviour expected within the role
<b>Charitable outputs</b>	An understanding of how this role supports the delivery of our charitable outputs

<b>Signatures</b>	
Signed: (Line Manager)	Date :
Signed: (Employee)	Date :