

Role profile

Job title: Discovery and Learning Associate (CAT)

Reports to: Learning Manager

Date prepared: December 2023

Purpose

To contribute to the development and/or delivery of specified innovative and creative discovery and learning programmes. Within the RZSS Discovery and Learning team, in your assigned areas of responsibility, engage and excite participants, enhance connection and understanding between participants and wildlife, and strengthen knowledge and skills in line with RZSS' mission and vision, and relevant curriculums.

Responsibilities

Discovery and Learning

- Work with colleagues and independently to develop, deliver and evaluate an agreed range of discovery and learning programmes, lessons and resources to achieve agreed outcomes and meet the requirements of relevant objectives, curricula, qualification and training systems; and which are accessible to all.
- Deliver all aspects of a defined range of discovery and learning activities for the Discovery and Learning team to agreed target participants, standards and in support of RZSS' Vision and mission, ensuring all activities deliver value for money, experience and impact
- Supervise relevant student placements and volunteers during specific programmes, including holiday, evenings and weekends
- Maintain discipline and ensure the safe and responsible behaviour of programme participants e.g. school groups and holiday clubs.
- Build and maintain collaborative working relationships with colleagues to ensure programmes are administered, delivered and the logistics managed effectively as part of the wider Discovery and Learning programme.
- Recommend cost-effective opportunities to minimise the impact of our operations on the environment.
- Coordinate logistics and maintain accurate records and reports relating to your assigned Discovery and Learning activities adhering to agreed standards

General and Compliance

- Ensure compliance with RZSS's policies, procedures and guidelines, together with all relevant regulatory and statutory requirements
- Perform other reasonable duties and/or projects as directed by your Manager.

Knowledge, skills and experience

Knowledge	Essential	Desirable
Equivalent experience or relevant qualification	√	
Good understanding of learning outside the classroom	√	
Post-graduate teaching qualification (Scottish curriculum preferred), equivalent experience level of qualification (e.g. Masters in outdoor/environmental education).		√
Good knowledge of the Scottish curricula and learning context in Scotland		√
Good understanding of ways to adapt delivery for audiences with additional support needs.		√
Skills	Essential	Desirable
Competent in Microsoft Office suite (Excel, Word, Outlook, PowerPoint)	√	
Excellent presentation skills (public engagement)	√	
Ability to learn quickly and adapt to changing conditions	√	
Practical application of using online communication e.g. websites, webcams and social networking media		√
Experience	Essential	Desirable
Experience of teaching or working in a teaching-related environment with emphasis upon science communication.	√	
Working knowledge of the natural world, conservation and science education	√	
Track record of providing first-class customer care and service through educational delivery.	√	
Experience of working with a range of age groups.	√	
Experience of teaching outdoor learning, bush craft or forest school skills.	√	

Behavioural competencies

Competency	Level	Essential	Desirable
Planning and Organising	Plan and manage your own and others' work	√	
Delivering Services and Experience	Develop a high-performance culture around the team	√	
Understanding Others	Understand and manage the underlying factors which impact on you and the team's performance	√	
Team Working	Build team spirit and seek to work in conjunction with other teams	√	
Communicating	Communicate constructively to build good relations with colleagues both within the team and across RZSS	√	
Embracing Change	Drive and support continuous improvements in the team	√	