



JOB DESCRIPTION

Job Title:	Education Officer
Team:	Education/People Engagement
Location of Job:	BirdLife Malta Office
Post Holder reports to:	Education Manager
Reporting to Post Holder:	ESC Volunteers
Start date:	As soon as possible
Contract Length:	Two years with possibility of extension
Salary:	€21,000 - €22,500 p.a depending on experience

General Scope and Purpose of Position

You will play a key role in the ongoing work of BirdLife Malta (BLM) to educate and inspire children, young adults, and adults about the natural world. To do this, you will effectively manage three Erasmus+ European Solidarity Corps (ESC) volunteers to plan, coordinate and implement events, volunteer programmes, youth group activities, training workshops and specific project activities

Further to this you will look after BirdLife Malta's educational resources and support educational delivery for our school's programme.

You will be ensuring our work to connect people with nature is of the highest standard, innovative and effective in accordance with the latest research.

Main Duties:

1) ESC team coordination

Part of BLM's work to engage with people is currently delivered by ESC volunteers. The post holder will ensure the engagement ESC team deliver against BLM's strategic plan and their activities complement each other.

The post holder is responsible for:

- Ensuring team members are equipped with the relevant knowledge related to BLM's operations, strategy and objectives and the different roles within the education team
- Coordinating work among the various team members
- Supporting and mentoring the volunteers in the delivery of their work
- Recruit new ESC volunteers at the end of their term

2) Outreach and Community Programme Development

Outreach and community programmes include events, volunteering, youth groups and ecotherapy (Blooming Minds). Whilst BirdLife Malta has experience in these areas such as our events programme which is very well attended and popular, many of these programmes require further development.

BLM's post holder will be responsible for:

- Researching and developing new and exciting ways to engage with the public.
- Organising and leading BirdLife Malta's youth group and ensuring its activities are engaging and age-appropriate.
- Delivering education activities with families, students and teachers
- Developing new concepts and implementing BirdLife Malta's ecotherapy programme, Blooming Minds
- Co-organising BirdLife Malta's Kids' Birding Club with the Head of BirdLife Malta's Ringing Scheme to deliver engaging and age-appropriate birdwatching activities.
- Researching and remaining up to date about Malta's Education Structure and Policy.
- Organising and developing of teacher training workshops to provide teachers with the knowledge and skills in delivering connection with nature and nature-based activities in schools.
- Organising and developing volunteer trainings in partnership with the Conservation department, to help with illegal hunting monitoring.
- Keep up to date: engagement data, website resources and information
- Collaborate with the other departments
- Write articles, newsletters, blogs etc when necessary

3) Events

BirdLife Malta delivers on average 50 events each year with a range of different audiences, some events are annual, and others are dependent on requests for collaboration. The post holder will be responsible for:

- Overseeing and ensuring events are planned accordingly
- Creating calendar of events at the end of each year
- Ensuring planning and delivering of events is done to the highest standards with excellent customer service.
- Collecting feedback and working to improve the way we run events and activities.
- Ensuring health and safety policies are kept, including data protection such as photo consent.
- Creating new event concepts and plans on how to implement them.

4) Project management and implementation

BirdLife Malta is involved in numerous international and national projects.

The post holder will be involved in:

- Implementing project activities for Erasmus+ projects according to the project agreement meeting the requirements of the European Union Programmes Agency.
- Implementing educational activities for LIFE Pan Puffinus! according to the project agreement and requirements of the LIFE funding.
- Implementing of education activities for BirdLife Internationals Spring Alive project according to the annual grant agreement.
- Involvement in the Dinja Waħda environmental education programme carried out in Malta

5) Networking, Advocacy and Relationship Building

BLM's education work depends on building good relationships with the government, NGOs and other organisations. The post holder will be responsible for:

- Building and maintaining good relationships with relevant people within the Education Directorate and schools
- Building and maintaining good relationships with NGO's and youth groups
- Linking with other educational programmes of a similar nature

6) Resource Management

The post holder will be responsible for:

- Maintaining BirdLife Malta educational resources by noting when stock needs to be replenished and requesting purchasing new materials when necessary.
- Researching and ordering new materials when required for different activities.
- Managing the use of different resources out with the engagement department.

7) Other Relevant Factors:

- Required to work flexible hours including weekends, evenings, and public holidays.
- Occasionally required to use private vehicle when possible.
- Required to maintain confidential information.
- Carry out job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible.
- Encourage, develop, and support volunteer involvement in our work.

8) HR & Training

- Foster and develop effective relations with all colleagues.
- Give feedback to direct superiors about motivation and work challenges.
- Maintain effective internal communications.
- Attend all relevant training sessions as required.
- Identify own training needs and make recommendations to line manager.
- Take an active part in the performance appraisal.
- Maintain thorough knowledge of company procedures and standards, and work accordingly.
- Keep abreast with modern and current trends in the Finance sector.

9) Safety & Security

- Strive to reduce work related accidents within the department.
- Participate in health & safety training as required.
- Maintain full and up-to-date knowledge of fire, emergency, and evacuation procedures.
- Report serious violations of Safety & Security procedures, and defective material to the Office Administrator immediately.
- Ensure that own work is carried out in a safe manner, and that own actions do not create a hazard for self and/or colleagues.
- Ensure the safety of people and property by applying organisations regulations, and adhering to existing laws and regulations.
- Prevent possible and probable hazards and conditions by taking corrective or preventive action.

10) Miscellaneous

- Maintain environmentally working standards.

- Finish requested tasks on time, and ensure that all deadlines are met, and that guests and clients are satisfied.
- Promotes inter-departmental harmony, teamwork, and collaboration through his/her attitude and behaviour.
- Assists in additional tasks assigned by management with a positive attitude.
- Is accommodating according to work exigencies and accepts a flexible work schedule necessary for uninterrupted service to the organisation's guests and stakeholders.
- Know the names and functions of the company's senior people.

11) Organisations Building

- Ensure the best use and practices to safeguard the organisations building.
- Take all necessary action to prevent carelessness towards organisations building and equipment.
- Ensure that all colleagues, and contractors take good care of the organisation's property, and report any incidents to the Office Administrator.

12) Job requirements

Essential	Desirable
Qualifications	
Bachelor degree in environmental, biology, conservation or education studies or relevant equivalent experience.	Bachelor degree or higher in education or teaching.
Experience	
Working in an environmental education or teaching position for at least 2 years.	Working knowledge of Erasmus+ and LIFE funded projects.
Experience of recruiting and managing of volunteers.	Experience of budget management and of writing successful funding applications.
Experience of developing and managing community based activities.	Experience using Microsoft office software, Canva, Mailchimp, producing publicity material, & social media.
Experience of keeping monitoring records and working to targets.	
Experience of producing environmental educational material suitable for adults and children.	
Skills/Abilities	
Ability to work with a wide range of participants and engage to reach groups.	Current full drivers licence.
Excellent written and verbal communication skills in English, aimed at a wide range of audiences and age ranges.	Maltese would be considered an asset.
Understanding of, and commitment to, environmental sustainability and a passion for helping others to think about climate based behavior change	Other relevant certificates of training e.g. First Aid, Mental Health First would be considered an asset.
Ability to enthuse, lead and engage others to learn about and appreciate the outdoors	Knowledge of relevant Safeguarding and Health and Safety legislation and experience of producing Risk Assessments for all activities.
Flexible approach to work and able and willing to working outside normal office hours.	
Ability to work well in a busy office, well organised and able to plan.	
Excellent at prioritisation skills and ability to deliver to tight deadlines.	
Can work as part of a team and on their own.	