**Job Title** Schools Officer

**Department** Conservation Education & Communications

**Reports to** Head of Conservation Education & Communications

Schools Programme Manager

**Responsible For** Volunteers and Work Placement Students

# Primary Objectives

* Delivering the mission: “Connecting us with our Oceans” by contributing to the planning and delivery of exceptional discovery and learning activities.
* To adhere to the Core Values of the NMA which are: Positivity, Respect, Integrity, Diversity and Engagement

# Duties

* Play an active part in planning and delivery of the OCT Learning Programme
* Play an active part in the evaluation & development of the OCT Learning Programme
* Develop new approaches to teaching on behalf of the OCT with an appreciation of the National Curriculum and the objectives of the Ocean Conservation Trust.
* Play an active part in the marketing and promotion of schools activity, including the creation of marketing briefs, copy, and social media content.
* Play an active part in the administration of the OCT Learning Programme, including processing bookings, completing paperwork and liaising with schools ahead of their visits
* Assist with the development and delivery of the schools outreach programme including National & International travel, as well as overnight stays as required.
* Provide support for the delivery of the Public and Community Engagement Programme, including working in the exhibit areas with members of the public and offsite as required.
* Provide mentoring and guidance for the Public and Community Engagement team in supporting delivery with schools as required
* Develop and contribute to bespoke educational projects at the discretion of the Schools Programme Manager.
* To adopt a flexible approach to working hours to ensure the viability of OCT operations (this includes evenings, public bank holidays and weekends as required).
* At all times to behave in a safe and responsible manner in accordance with company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employers best interest.
* Maintaining the upkeep of company spaces and equipment
* Undertake training as deemed appropriate to your role.
* Manage budgets and report spending as appropriate.
* Participate in extraordinary duties as required
* Co-operate with other departments to deliver the OCT mission statement & business plan.

Signed…………………………………………………

Date………………………………

Print Name………………………………………….