



**Post of: Learning and Engagement Officer
(Full-time, Permanent)
Immediate Start**

**Information Pack
Job Refs:
EDU1**

July 2021

A Introduction

Secret World Wildlife Rescue (SWWR) exists to relieve the suffering of British wildlife, to encourage respect and tolerance for wildlife and to further its conservation. SWWR strives to do this; by providing a public rescue, rehabilitation and release service for injured, sick and orphaned wildlife; through public education and access to a unique wildlife experience; and by disseminating data and delivering professional training to improve knowledge and raise standards of wildlife care across the UK.

Our Vision

Our vision is to prevent wildlife suffering needlessly and to inspire, in everyone, a love and understanding of wildlife and the countryside.

Our Mission

SWWR's mission is to:

- Provide an 8am – 8pm rescue service caring for sick, injured and orphaned wildlife;
- Rehabilitate the animals in our care and return them to the wild wherever possible;
- Be a respected source of expertise and centre of excellence where all British wildlife can receive the best care;
- Inspire learning about the world of British wildlife, encouraging everyone to discover what they can do to protect it.

Our Work

We believe that no creature, no matter how small, should be left to suffer, that we have a duty to intervene to relieve that suffering and to care for them until they are strong and fit enough to return to the wild.

We deliver our service in the following way:

We are here from 8am to 8pm, 7 days a week, 365 days of the year and work across Somerset providing help to wild animals. Our volunteer response drivers are equipped and trained to rescue small, medium or large animals and birds, and bring them back to SWWR for rehabilitation.

A staff team of around 25 work alongside a very strong and committed volunteer workforce.

Last year, despite the impact of Covid-19, we were able to help over 3,200 animals and SWWR remained open to animal admissions throughout the pandemic. Our work includes caring for hundreds of wildlife orphans such as badgers, foxes, otters and birds of prey, which we hand-rear, care for and rehabilitate, sometimes for as long as 12 months depending upon the species.

All animals brought into SWWR are assessed and casualties are given first aid by our Animal Care team. Animals are then given treatment under the supervision of our local veterinary surgery on weekly visits or animals may be transported to our local veterinary surgeon if x-rays or surgery is required. If any animal requires continuous care, such as two hourly feeding for example, we are able to do this thanks to our many volunteers who generously give their time. Human contact and interaction is kept to a minimum when dealing with wildlife casualties. Unlike domestic animal rescue work, the work SWWR does is 'hands-off'.

Our treatment areas, recovery and special rehabilitation enclosures are designed specifically for the different needs of the wildlife we care for. These include enclosures for foxes and badgers, where they can forage and dig as they would in the wild, water enclosures for the otters and swans, so they can

preen and build their natural oils and large aviaries for garden birds and birds of prey, all away from human contact so they have the best chance of reverting to the wild once they are strong enough to be released.

The progress of all our wildlife patients is regularly reassessed so that we can be sure that any animal released back into the wild is able to survive and live a natural life. Any animal that cannot be successfully returned to the wild will be euthanased quickly and humanely to put an end to its suffering.

Background to the Role

Secret World Wildlife Rescue is a nationally recognised wildlife charity. The charity's vision is to prevent British wildlife suffering needlessly and inspire in everyone an understanding and love of wildlife and the countryside. We are looking for an enthusiastic educator to join our team at SWWR on a permanent basis to help us inspire the next generation of wildlife lovers.

Job Description

Job Title: Learning and Engagement Officer

Date Prepared: June 2021

Location: Highbridge, Somerset

Job Purpose: As a Learning and Engagement Officer you would provide educational events for all ages, from pre-school children through to post-graduate students. Learning would be delivered both through an outreach programme and onsite learning. We would like to incorporate some outdoor education activities including ecological survey techniques, pond dipping, insect trapping and identification, bird watching and bat detection. As well as delivering term time classes to school age children, 16-19yr olds and SEN students, onsite educational open days and school holiday events are planned.

This role will also include helping our Animal Care staff to ensure the health and welfare of our resident animals, including our Birds of Prey, and allow them to contribute to the learning programme.

Responsible to: Charity Founder and Advisor

Main Responsibilities:

1. To deliver high-quality learning and engagement sessions to all ages both on and off site.
2. To ensure the needs of our target audiences (below) are met to a consistently high standard.
 - i) Families: create engaging activities to help families reconnect with nature and the environment.
 - ii) Students (EYFS - Key Stages 1- 4, higher education and SEN): deliver interactive learning experiences to inspire and excite.
 - iii) Scouts, Brownies and Guide groups: Create and run fun and engaging activities with information about wildlife and the environment.

- iv) Teachers: ensure teachers are provided relevant resources and recommend sessions that suit their students current curriculum requirements or topics of interest.
 - v) General public, Wildlife Rehabilitators and Veterinary professionals: Coordinating our online and onsite Wildlife and Veterinary Courses with Animal Care Staff
3. To develop workshops and hands-on learning activities which deliver interactive learning experiences and utilise the outdoor and indoor learning facilities
 4. To create / design / produce high quality learning resources / materials such as fact sheets, lesson plans, interpretation, activity packs and trails.
 5. To recruit and train learning volunteers to help in the delivery of the learning programme.
 6. To assist with the creation of promotional materials to promote / advertise learning programme events and activities via the SWWR website, social media channels and other outlets.
 7. To assist with handling enquiries for the learning programme, taking bookings and storing bookings data.
 8. To work within SWWR policies and procedures and legal frameworks, particularly Animal Care related, Health and Safety, Safeguarding and UK-GDPR regulations and contribute fully to a culture which actively promotes best practice in health, safety and security.
 9. To undertake duties at weekends, bank holidays, and out of hours as agreed and directed.
 10. Assist with general husbandry of the resident animals at SWWR, work with Bird Handling volunteers and Animal Care staff to arrange for Birds of Prey and other resident animals to attend learning sessions.
 11. To work in an integrative and co-operative way as part of a multi-disciplinary team.
 12. To promote the work of SWWR by for example, supporting the fundraising department and animal care departments as required
 13. To undertake any other such duties as directed which may be appropriate in order to achieve the Charity's objectives.

Person Specification:

Essential
Educated to degree level in ecology, zoology or a related subject
Excellent knowledge of British wildlife ecology and biology
Experience in delivering learning workshops, outdoor activities and public speaking
Experience in working with children / students, families and teachers
Highly motivated, enthusiastic and self-starting
Excellent verbal and written communication skills
Excellent numeracy and IT skills including Word, Excel, Databases, etc.
Excellent customer care skills and sensitivity with a range of audiences
Able to use initiative and display sound judgement
Calm under pressure and able to adapt at short notice
Good time management skills and able to work to tight deadlines

Team player and willing to support / assist others as necessary
Creative thinker who pays attention to detail
Able and willing to work outside of standard office hours to deliver learning activities / events on evenings and weekends where required / planned
DBS checked (or willing to be checked)
Possession of a full / clean UK driving license and own vehicle (required for off-site/outreach work)

Desirable
Some British wildlife rehabilitation knowledge and experience
A Teaching qualification
Working knowledge of the National Curriculum and learning styles
Voluntary sector experience / working with volunteers
Working knowledge of relevant legislation (e.g. Health and Safety and UK GDPR). The ability to conduct risk assessments, particularly in an outside environment
Working knowledge of current child safeguarding policies and procedures
Experience in working with a range of abilities and styles, including Special Education Needs (SEN)

This job description is not exhaustive and will be reviewed from time to time and amended by mutual agreement. The postholder will receive regular reviews of progress, job description and performance in post.

Employment Details:

Salary: £20,800
Hours: 37.5 hours per week (to include some weekends and evenings)
Holidays: 30 days holiday per annum
Pension: SWWR provides a work place pension to eligible employees.

How to Apply (please read carefully)

For more information please contact jobs@secretworld.org.

Candidates must complete the **SWWR application form** and return by the closing date below.

Please note CVs will not be accepted.

Candidates should pay particular attention to the completion of the supporting statement contained within the application form.

As an enhanced DBS check is required for the successful candidate, SWWR will provide candidates invited for interview with a copy of their Policy on the Recruitment of Ex-offenders.

Closing date for all applications: 9th of August 2021
Proposed Interview Dates: week commencing the 16th of August 2021

Please ensure you are available to attend the interview date prior to applying and be ready to attend if called.

All completed applications should be sent to: jobs@secretworld.org

Alternatively, you may post your application to:

HR Department, Secret World Wildlife Rescue, New Road, East Huntspill, Highbridge, Somerset
TA9 3PZ

Please mark your envelope 'Private and Confidential – Job Application'.

Unfortunately, owing to the large number of job applications we receive, we are unable to respond individually. If you have not heard from SWWR by the 13th of August please assume that you have not been successful on this occasion. Thank you for your interest in working for SWWR.