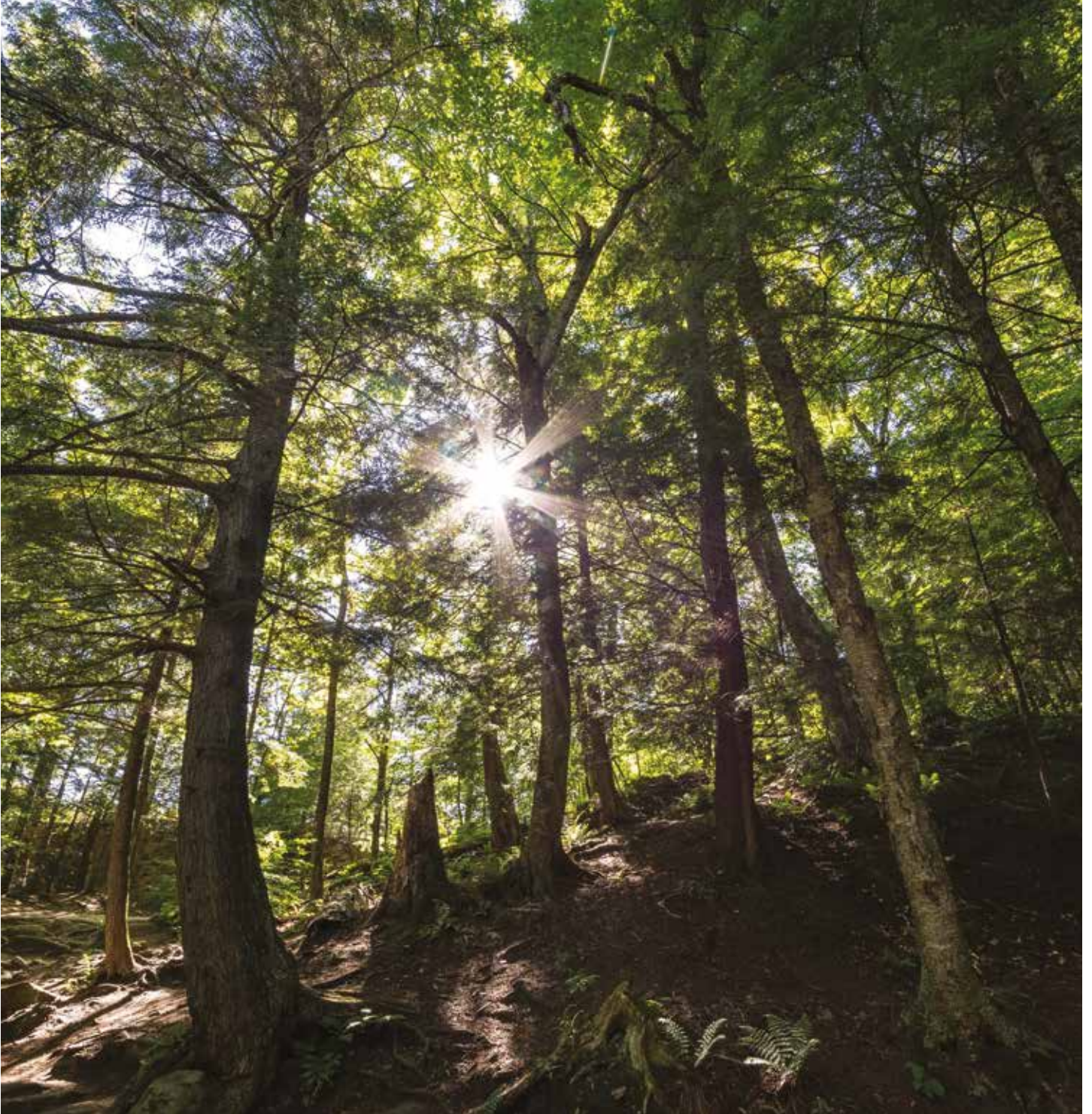




## JOB DESCRIPTION

# CONSERVATION TRAINING OFFICER



**SAVING SPECIES FROM EXTINCTION | [WWW.DURRELL.ORG](http://WWW.DURRELL.ORG)**

**DURRELL WILDLIFE CONSERVATION TRUST** is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1  
**DURRELL WILDLIFE CONSERVATION TRUST - UK** is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989  
**REGISTERED COMPANY NUMBER** 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

**PATRON** HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

# INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence  
in animal husbandry,  
research, training and  
education**



**Training future  
conservation practitioners  
and monitoring and  
evaluating conservation  
science which underpins  
all Durrell activities**



**Conservation action  
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

# OUR VALUES

## PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

## ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

## SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



# JOB PURPOSE

To support the work of Durrell Conservation Academy in the delivery of our conservation training programmes, in line with our vision to create a global community of conservation professionals rewilding the world. In particular, this will include supporting the delivery of the 12-week Graduate Certificate in Endangered Species Management (DESMAN) course, as well as supporting other training activities throughout the duration of the contract.

**CONSERVATION TRAINING OFFICER**

**DEPARTMENT**

Conservation Knowledge (Training)

**REPORTS TO**

Conservation Training Manager

**CONTRACT**

Full Time (35 Hours per Week)  
Six-month contract

**LOCATION**

Durrell Conservation Academy, Jersey



# KEY RESPONSIBILITIES

- Teaching – including preparation and delivery of teaching sessions on a range of issues relating to biodiversity, species recovery, research etc;
- Facilitating delivery of training – including liaising with lecturers, ensuring that course materials are kept up to date, and ensuring that timetables run smoothly;
- Marking of student assignments;
- Providing academic support for students – including running general discussions, leading weekly ‘wrap-up’ summary sessions, tutoring students with project proposals etc;
- Support the management of teaching resources provided on Durrell’s online Learning Management System, tracking student's progress and ensuring learning materials are up to date and accessible.

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## ADDITIONAL RESPONSIBILITIES

- Providing personal support for students where necessary, ensuring that they understand and adhere to the values and expected behaviours of Durrell, and ensuring that any problems are reported appropriately;
- Monitoring & evaluation support – working with the Conservation Effectiveness team to ensure the robust monitoring and evaluation of training outcomes;
- Administrative support – including collating feedback from students, and helping to prepare monthly, quarterly and annual reports;
- Fundraising support – including providing information to assist with funding proposals and donor reporting;
- Promote the work of the Academy through social media channels, assisting the team with the creation and scheduling of content across Facebook , Twitter and LinkedIn;
- Representing the work of Durrell at events to members of the public and supporters.

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# BEHAVIOURS AND VALUES

- Sensitive to working with people from different cultural backgrounds;
- Able to demonstrate a clear passion and commitment to the professional development of conservation professionals from a range of backgrounds;
- Capable of planning and prioritising own workload with minimum supervision;
- Capable of showing initiative and working well under pressure;
- Capable of planning ahead and working within agreed timeframes.

# KNOWLEDGE, SKILL AND ABILITY

## Required

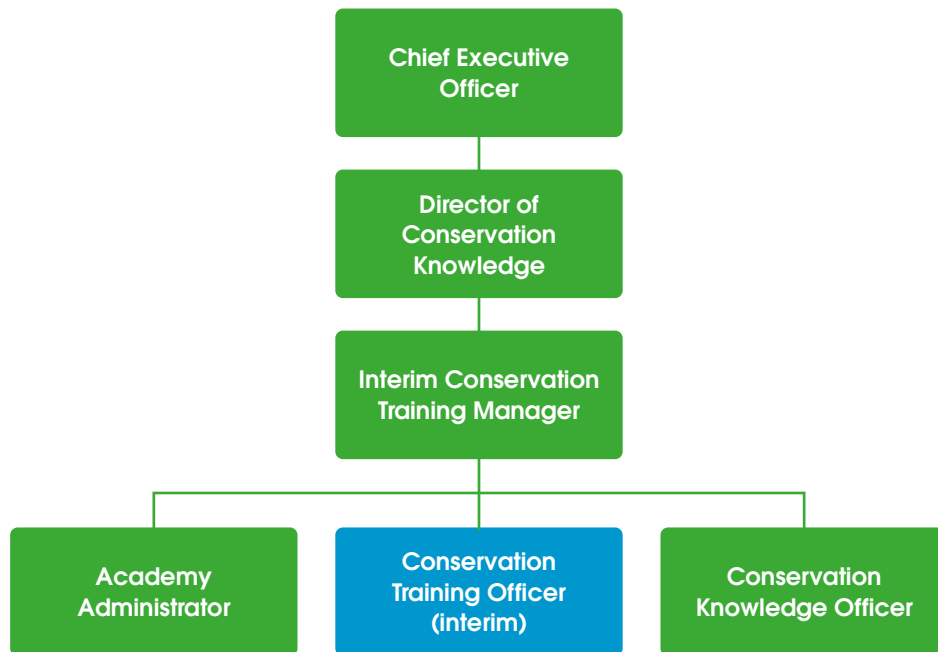
- Postgraduate qualification in conservation science, or a post-graduate qualification in teaching with field conservation experience;
- Experience in the delivery of face to face training of conservation professionals;
- Excellent presentation skills;
- Good writing and communication skills;
- High standard of computer literacy;
- Meticulous attention to detail.

## Desirable

- Experience in the management of learning management systems or virtual learning environments is desirable;
- Experience of coaching and/or mentoring of individuals is desirable;
- Experience of statistics and GIS is desirable.



# TEAM ORGANOGRAM



## OUR LOCATION



**Durrell Wildlife Conservation Trust, Les Augres Manor,  
La Profonde Rue, Trinity, Jersey, JE3 5BP**