

Job description: WildLearning Specialist

Job details:

Salary: £23,284 a year pro rata (equivalent to £17,463)

Location: Home-based, anywhere in the UK

Hours: Part-time, 3 days a week. WildTeam has a full-time working week of 4 days, Monday to Thursday. This position will be 75% of that time, including working some evening hours.

Annual leave: 30 days pro rata

Contract Type: Fixed-term 12-month contract (with 6-month probation period). After a year, there may be potential to extend this contract and/or make it full time, dependent on performance and funding availability.

Application dates:

Closing: By 11 p.m. Monday 4 January 2021

Probable interview dates: 11-14 January 2021

Probable start date: 22 February 2021

About WildTeam UK

WildTeam UK (www.wildteam.org.uk) is a registered UK charity. Our mission is to save wildlife globally by empowering organisations and individuals to carry out more effective conservation.

Job description

WildTeam UK is seeking someone to join our small, dynamic team as a WildLearning Specialist. This position will report to the Senior WildLearning Specialist and will be responsible for designing, delivering and administering training workshops in WildTeam's best practices. WildTeam's current best practices include Project Management for Wildlife Conservation and Strategy Development for Wildlife Conservation, with plans to develop new best practices in Grant Fundraising, Stakeholder Engagement and Monitoring and Evaluation. Most of the work will be done remotely, from home (with the need for a strong internet connection), but there may be the need for some UK travel for conducting classroom training and to attend meetings. More information on our best practices and training workshops can be found on our [website](#).

This position will suit someone with a graduate degree in a conservation-related subject and, ideally, someone with at least 1-2 years work experience managing conservation work, experience of delivering training is also desirable. The responsibilities of the position, along with the experience and skills needed, are detailed in Table 1.

The most important qualities we look for in all our employees are a positive attitude, a “one team” approach, and a strong personal motivation for wildlife conservation. We also only select those that take responsibility for their work, can solve complex problems, have a fearless attitude, and are ready for a challenge. A full description of WildTeam values and attitudes are provided in Table 2.

Table 1. Responsibilities, experience, and skills requirements.

Responsibilities	Experience	Skills
1. Delivering training workshops		
Providing online and class-based training in WildTeam best practices	Experience of managing conservation projects (E)	Excellent inter-personal skills with professional, outgoing, friendly, adaptable, and helpful approach (E)
Contributing to designing and developing training materials and techniques	Experience delivering training (D)	Excellent facilitation, public speaking, and presentation skills (E)
	Familiarity with adult learning and online training techniques (D)	Knowledge of the conservation sector (E)
	Familiarity with WildTeam’s current best practices (D)	General online/digital/software skills (E)
2. Organising training workshops		
Responsible for organising and administering training workshops	Experience organising training workshops / conferences / events (D)	Excellent organisation, time management, and communication skills (E)
		Excellent project management skills (D)

Note: E = essential, and D = desirable.

Table 2. WildTeam values and attitudes.

Values	Attitude	Examples
Believing in people (the one team approach)	WildTeam love	Concerned primarily with achieving WildTeam vision
		Thinks of and/or positively participates in some activities to bind the team together
	Helping others	Seeks out people in other workstreams for collaboration, contributing individually and supporting others
		Helps and encourages people in other conservation organisations, and treats them as partners
Respecting each other	Listens to and accurately captures others' expectations, ideas and concerns. Asks for clarification when unclear	

Believing in people (continued)	Respecting each other	Uses professional, polite and respectful tone / words when interacting with all WildTeam staff and people outside WildTeam during the course of work Understands and values other staff / work streams / activities
	Trusting each another	Assumes others in WildTeam have good motivations / make decisions in the best interests of WildTeam / speak truthfully Supports final decisions irrespective of opinion or understanding of rationale
		Spends time to explain the rationale of the decision to other members of staff where any misunderstanding remains
	Celebrating and encouraging diversity	Actively encourages and / or celebrates differences in thought, ways of doing things, appearances, and personal lifestyle choices
Being grounded in reality	Looking for facts	Actively searches for key and relevant evidence to base decisions / suggestions / actions on
	Communicating clearly	Is clear, concise and thorough when giving directions / explanations and responding to questions Speaks the truth in a respectful / thoughtful way for the benefit of conservation
Acting fearlessly		Keeping a cool head
	Deciding efficiently	Makes clear, prompt, and well rationalised decisions which are in the best interest of WildTeam's vision, with appropriate levels of consultation
	Keeping on track	Sticks by group/individual decisions that are difficult / unpopular if in best interest of the team / conservation
	Innovating	Looks for and proposes or tries new ways to improve current practices or overcome difficulties when necessary
	Being accountable	Takes responsibility for own words / actions / mistakes and their impact on others / organisation / own development
	Always learning	Actively looking for, using, sharing, and being appreciative of feedback Spends time to develop new skills or learn about new developments in conservation practises
Celebrating nature		Taking time out from office work to explore and enjoy the nature you are helping to save
	Sharing your love of nature with others	Telling others about your work or what you love about nature through WildTeam or other outlets
	Making work fun	Making work and team interactions as fun and friendly as possible

How to apply

Applicants must have permission to work in the UK. No agencies please. Please mark your application "WildLearning Specialist" and send the following to lucy@wildteam.org.uk:

- Your CV
- A covering letter (1-page max, font size 12) that describes why you want to join WildTeam, and why you are interested in this position. Please do not reproduce the information provided in your CV. Please also indicate where you saw this position advertised.

Your application will be acknowledged, but due to time constraints we will only provide feedback to applicants short-listed for interview. The first interview will last an hour and will be online. A second interview may be required, and referees will only be contacted once a conditional job offer has been made.