

BGCI Vacancy Announcement

Title of post:	Education and Training Officer (maternity cover)
Job Purpose:	To provide education support to a portfolio of projects
Contract Type:	Maternity cover
Duration:	1 year (with possibility to extend)
Location:	BGCI Offices, Kew, London (with option for hybrid working)
Remuneration:	£27,000

Position Summary

BGCI is looking for an enthusiastic and experienced Education and Training Officer to join our team. This role will work closely with the Education and Training Manager, particularly focusing on providing education and engagement support to three BGCI projects taking place in Uganda, Malawi and Vietnam. The role will also include training content development using our online learning platform, co-editing of the BGCI education journal *Roots*, and additional tasks to support the education team's activities and priorities.

About BGCI

There are an estimated 2,500 botanic gardens and arboreta in the world attracting 750 million visitors each year. Botanic Gardens Conservation International (BGCI) is at the centre of this network. Our members include the largest, most renowned gardens on the planet – Kew, New York, Missouri, Singapore, Sydney and Shanghai –and they also include many smaller gardens situated in the world's plant diversity hotspots. All of these member gardens share a commitment to making sure that no plant species becomes extinct, and they have a combined workforce of many thousands of horticulturalists and scientists working towards that end.

BGCI provides support to its members in many different ways: we are an advocate for the botanic garden community, promoting the role of botanic gardens in plant conservation policy, practice and education; we connect people, co-ordinating efforts and bringing people together to exchange ideas; we are a knowledge hub, providing training, learning resources and professional support; and we provide funding and technical support to efforts aimed at saving plants.

Central to BGCI's role in advocating for the botanic garden community is our efforts to communicate about the important conservation work being carried out by BGCI, our members, and our partners. We recently launched a landmark report, 'State of the World's Trees', documenting the conservation status of the world's 60,000 tree species. This report indicated that 30% of the world's tree species are at risk of extinction.

Detailed Position Description

The key roles of the post are as follows:

Uganda – Project: Understanding Ugandan native plant species’ role in innovative sustainable landscapes

- Support the education component of this project, working with the Education and Training Manager and the BGCI Conservation Project Manager and relevant partners in the project
- To organise and chair regular meetings with the project’s education consortium
- To support the development of education project activities (awareness raising workshops, development of interpretation materials)

Malawi – Project: Improving community sustainable natural resource management of Mount Mulanje

- Support the education component of this project, working with the Education and Training Manager and the BGCI Conservation Project Manager and relevant partners in the project
- To organise and chair regular meetings with the in-country engagement officer
- To support the development of behaviour change interventions and awareness raising activities to address over-exploitation of charcoal and firewood use.

Vietnam – Project: People, Primates, Plants: co-managing biodiversity and improving livelihoods in Vietnam

- Support the education component of this project, working with the Education and Training Manager and the BGCI Conservation Project Manager and relevant partners in the project
- To organise and chair regular meetings with the education team
- To support the development of public engagement campaigns and zoonotic disease prevention workshops

Training and webinars

- Supporting BGCI colleagues to develop technical (plant conservation) training modules and materials for BGCI’s online training platform (<http://training.bgci.org>)
- Translation of existing modules into additional languages (where skills allow)
- Supporting the Education and Training Manager in the development of new education modules
- Supporting the delivery of BGCI’s regular webinar series

Other tasks

- Co-editing BGCI's education publication Roots
- Supporting the Education and Training Manager in the organising of the next International Congress on Education in Botanic Gardens (South Korea, 2025)
- Inputting into other education projects and activities as required

Person Specification

BGCI is seeking to appoint a person with excellent organisational, project management and communication skills. Candidates for this post will have a proven track record with public engagement in the conservation/environmental/heritage sector. The post holder will demonstrate sensitivity to complex, multicultural and multinational institutions and structures.

Education and Experience

Essential

- A degree level qualification in science communication, environmental/museum education or another relevant discipline (or the relevant experience)
- At least 2 years' experience working in public engagement
- Experience in coordinating multi-partner projects
- Perfect mastery of English, both oral and written combined with excellent presentational abilities

Desirable

- Experience of working for a not for profit organisation
- Experience of working with international partners
- Experience working in or with developing countries
- Experience in using Moodle based online learning platforms

Skills and competencies

Essential

- Proven track record of delivering learning programmes in the conservation/environmental/heritage sector
- Knowledge of engagement approaches and methodologies
- Excellent communication skills

- Ability to work independently

Desirable

- Command of additional languages (ideally French)
- Evaluation skills related to public engagement activities in the environmental/conservation/heritage sectors

Application Process

Interested applicants should submit a CV and a cover letter of two pages maximum, explaining the candidate's motivation and providing concrete evidence of why they are suitable for the position.

Please send your CV, cover letter, and the Equality and Diversity Monitoring Form to info@bgci.org

The Equal Opportunities Monitoring Form can be downloaded from <https://www.bgci.org/wp/wp-content/uploads/2022/06/Equality-Diversity-Monitoring-Form.doc>

Closing date: 12th September 2023.

Interviews will take place online on 19th September 2023.

BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.