

Job Description

Department: Durrell Conservation Academy

Job Title: DESMAN Course Assistant (Fixed Term Contract)

Reports to: Academy Manager

1. Job Purpose

To provide support to academy staff in the running of the DESMAN (Durrell Endangered Species Management Graduate Certificate) course. In addition, this position is intended to provide a practical learning experience for someone interested in developing their skills in conservation capacity building.

2. Principal Accountabilities

2.1 Teaching support:

This will include preparation and delivery of some lectures/teaching sessions on issues relating to biodiversity, species recovery projects, research design etc;

2.2 Facilitating delivery of the course:

This will involve liaising with lecturers, ensuring that course materials are up to date and produced and ensuring that the timetable runs smoothly;

2.3 Academic support for participants:

This will include running general discussions at the end of lectures/teaching sessions, leading weekly 'wrap-up' summary sessions where required, tutoring students with project proposals and if necessary one to one coaching sessions with participants;

2.4 Administration:

Some administrative tasks including collating feedback from students.

The position is also an opportunity for the successful candidate to experience working life in a leading species conservation organisation and to further their knowledge of conservation capacity building. Depending upon the candidate's wishes, they will have opportunity to:

- Develop skills in the preparation and organisation of learning materials;
- Develop skills in the delivery of conservation training, particularly with respect to facilitation of active learning, running discussions, and providing for differentiation where appropriate;



- To ensure that students understand and adhere to the values and subsequent behaviours of Durrell Wildlife Conservation Trust
- To ensure that any negative/anti-social behaviour is reported directly to Tim Wright and Human Resources in a professional and timely manner
- Develop a knowledge of validated assessment methods and quality assurance procedures, with respect to conservation training;
- Strengthen inter-personal and communication skills by working with a wide range of people within the organisation, as well as the diverse group of course participants and external lecturers;
- Develop an understanding of how a conservation organisation operates, in particular with respect to conservation capacity building.

3. Knowledge and skill

- Post-graduate in conservation science;
- Excellent presentation skills;
- Good writing and communication skills;
- Experience in statistics and GIS desirable;
- Culturally sensitive;
- Broad conservation science knowledge;
- Some teaching experience desirable.

4. Verification

Durrell reserves the right, if operational requirements make this necessary, to vary your normal duties on either a short term or an ongoing basis provided that such variations do not result in any increase to your normal number of working hours per week. Any need to make such a variation will be discussed with you and confirmed in writing by the Human Resources Department prior to implementation.

I confirm that the contents of this job description are a true reflection of the job at today's date.

Signed: _____

Date: _____

Post holder

Signed: _____

Date: _____

Immediate Supervisor