



Job Description for Education Manager

Position Title: Education Manager

Position Status: Full-Time Staff

Reports to: Executive Director and Assistant Director for Ecological Research

Collaborates with: Ecology staff, Education and Tourism staff

Position Overview:

Responsible for implementing, coordinating and assisting in all aspects of CCF's educational programmes, including coordinating CCF staff, interns and volunteers with project planning, data analysis producing scientific publications, research proposals, and grant applications.

In this position, the Manager will be an experienced and enthusiastic educator with good teamwork skills and a professional in educating learners, students and communities.

Primary responsibilities include:

- Coordinating activities of the CCF Education Department.
- Maintain the CCF Vision.
- Manage and curate data from the Education Department.
- Manage all CCF educational programmes.
- Liaise with CCF's Community based programmes and Community Manager.
- Assist with courses, deliver lectures and help design courses geared towards schools and rural communities.
- Manage interns and volunteers.
- Prepare regular reporting on various education projects.
- Compile annual and mid-year reports.
- Renew CCF's research certificate and permits.
- Produce collaborative research publications.
- Grant writing.

Secondary responsibilities include:

- Write articles for newsletters and trade publications and any other articles required.
- Produce regular entries for CCF's social media.

Interact with:

- CCF Ecology staff, interns and volunteers
- CCF Educational staff
- Farmers
- Conservancy members
- CCF donors

- All CCF staff

Qualification Requirements:

- Post Graduate Degree in conservation, biological sciences or education.
- Broad knowledge of conservation biology and community education.
- Experience working in an NGO, conservation or non-profit organization preferred.
- Proficient in computer skills including MS Office.
- Ability to analyse education and biological data.
- Excellent spoken and written English.
- Valid driver's license and suitable driving experience.
- Good report-writing skills including technical reports, scientific papers and project proposals.
- Experience with project design, writing proposals and fund-raising.
- Good presentation skills.
- Good practical skills, including assessment and supervision of maintenance needs for vehicles and structures.

Interpersonal skills:

- Demonstrable commitment, initiative, enthusiasm, patience, a strong work ethic and problem-solving abilities.
- Strong communication skills, with an aptitude to work with people of all backgrounds, such as local communities, government officials and international donors.
- Ability to network and motivate people and organisations to collaborate: private land owners, reserve managers, government, researchers and NGO's.
- Proven leadership skills, coupled with enthusiasm for working with a large team and numerous collaborators and stakeholders.
- Ability to organise and chair meetings.
- High degree of self-motivation and pro-activity, excellent administrative skills and organisational skills.
- Ability to adapt to changing circumstances and cope with uncertainty and emergencies.
- Good management experience, including personnel management, training, administration and financial skills.
- Good head for figures and finances.

Required Competencies

Adaptability

- Works effectively under stressful conditions; adjusts to multiple and conflicting demands; shows resilience under ambiguous and changing circumstances; modifies behavior and plans as necessary to attain goals.

Analytical Thinking

- Able to draw conclusions with vague or missing information; seeks to reduce errors; seeks most efficient and productive approach to getting results.

Communication

- Communicates clearly and expresses self well via phone and e-mail and in person, even when relating complex information; listens actively; tailors message to audience; shares information freely within the organization.

Driving Execution

- Demonstrates a competitive desire to achieve goals; establishes clearly specified plans and action steps; makes adjustments to plans as necessary in order to ensure success; takes pride in performance and accomplishments.

Influencing and Negotiating

- Gains support and commitment from others; promotes ideas and proposals persuasively and energetically; resolves conflict constructively; determines needs and interests of others and selects appropriate negotiation strategy based on the circumstances.

Leadership

- Communicates openly and directly; tackles tough problems head on; takes responsibility and champions ideas in the face of challenges; respects and considers the opinions and decisions of others; delegates a task to the appropriate person(s) while remaining responsible for its completion.

Organizing

- Can marshal resources (people, funding, materials, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; arranges information, objects and files in a useful, logical manner; manages time effectively and efficiently.

Problem Solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions; does honest analysis of the issues at hand, and looks beyond the obvious for the best possible solution; able to analyze all options and arrive at the most effective course of action.

Self Motivation

- Sets clear personal goals and timelines for achieving results; works through processes with little or no follow up; effective within a dynamic and unpredictable workplace; able to manage time effectively; takes initiative to do whatever the organization needs, even if it is outside the scope of responsibility.

About Cheetah Conservation Fund

CCF is an exciting conservation organisation that uses multidisciplinary approaches to investigate cheetah ecology and develop interdisciplinary solutions for human cheetah co-existence.