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**IWAH Course Administrator**

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| **Job level** | **Level 2b** | **Reports to** | **Zoological Professional Development Manager** |
| **Directorate** | **Conservation Zoos** | **Function** | **Conservation Education** |
| **Contract**  | **Part-time, 0.6FTE****Fixed term contract, till end of Feb 2026** | **Location** | **Regent’s Park/Hybrid** |

**Responsibility for resources**

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| **Direct line reports** | **None** | **Responsibility for other resources** | **Course equipment and confidential information** |
| **Financial resources** | **Responsible use of budget codes** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to provide support for ZSL’s ‘Interventions in Wildlife Health’ (IWAH) Course – a professional development course delivered in collaboration with partners from the Wildlife Health Bridge. The IWAH course is a key part of the Training Conservationist strand of the ZSL 200 strategy.

The postholder will work within the Conservation Education team but will collaborate widely with internal and external colleagues to facilitate the smooth delivery of the course.

**Key responsibilities**

* Handle student queries and manage admissions and registrations onto the course
* Collate course learning objectives and schedules and ensure timely collation, development and distribution of course educational materials in collaboration with the Wildlife Health Bridge collaborators and external lecturers
* Collaborate with ZSL colleagues, members of the Wildlife Health Bridge and external stakeholders to facilitate and coordinate the IWAH course
* Arrange and attend and participate in regular IWAH meetings
* Attend the 2-week IWAH course ensuring it runs smoothly and supporting participating students
* Prepare and gather course evaluation and assessment, collate and distribute to course collaborators and lecturers
* Support the arrangement of student and lecturer travel and accommodation
* Support budget management and process invoices and purchases
* Oversee course equipment and ensure resources and consumables are available for the course
* Maintain and update the IWAH website and support the development of marketing materials
* Maintain student records and liaise with course graduates about the alumni programme, whilst assisting in the creation of alumni outreach

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |
| Essential | * Biological science education and understanding
* Previous experience in providing administrative support, managing correspondence and implementing administrative processes
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| Desirable  | * Educated to BSc degree level in biological science or health related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience.
* Previous experience organising events or courses
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| Knowledge and skills |
| Essential | * Advanced skills in using MS office packages or equivalent software packages will be acceptable
* Strong organisational skills and an ability to manage multiple tasks concurrently
* Familiarity with managing competing priorities and meeting deadlines
* Strong communication skills
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| Desirable | * Knowledge of animal health or biology
* Able to demonstrate high accuracy and attention to detail
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| Additional requirements |
| Essential | * This position will be office based but overseas travel will be required
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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