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**Community and Learning Apprenticeship**

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| **Job grade** | **0** | **Reports to** | **Senior Learning Officer** |
| **Directorate** | **Conservation Zoos** | **Function** | **Administrative & Operational Support for C&L** |
| **Contract** | **Full-time, Fixed term contract until September 2026** | **Location** | **Whipsnade Zoo** |

**Responsibility for resources**

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| **Direct line reports** | None | **Responsibility for other resources** | Managing customer data in line with GDPR regulations |
| **Financial resources** | None |

**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**

This is a developmental role designed to provide logistical and operational support to the whole of the Community and Learning team. As a Community and Learning Apprentice you would be part of the team supporting the activities in Community and Learning and ensuring participants have positive experiences at the Zoo.

You will also work with a nominated learning provider to develop occupational standards (knowledge, skills and behaviours) as set out in the Level 3 Cultural Learning and Participation Apprentice standard ([Cultural learning and participation officer / Institute for Apprenticeships and Technical Education)](https://www.instituteforapprenticeships.org/apprenticeship-standards/cultural-learning-and-participation-officer-v1-0" \l ":~:text=Cultural%20Learning%20and%20Participation%20Officers,that%20will%20vary%20in%20duration.).

**Key Responsibilities**

* Support the preparation of educational activities to help make sure our participants have a positive learning experience.
* Be supported to gain wide-ranging delivery experience including workshops, talks and tours.
* Support the team with administration and coordination of C&L activities.
* Assist C&L project work with identification of learning objectives, desk-based research, planning and reporting.
* Work with other members of staff at ZSL to ensure activities and projects run smoothly.
* Develop, maintain and review resources and activities that support educational visits and events.
* Identify and explore areas of work that are of personal interest to you.
* You will work towards a Level 3 Qualification in Cultural Learning and Participation during your employment.

The duties and responsibilities described are not a complete list and other tasks may be assigned from that are in line with the level of the role.

**Person Specification**

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| Experience |

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| Essential | * Confidence using computers. * Grade 4 or above in GCSE English and Maths. Experience working with young people in a formal or informal setting. |
| Desirable | * Experience delivering workshops or sessions to young people, school or community groups. |

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| Knowledge and skills |

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| Essential | * Motivated to work towards conservation of animals and their habitats. * Interpersonal skills to work well with colleagues and visitors. * Flexible, ‘can-do’ attitude. * Enthusiastic and motived to support visitors at the Zoo. * Knowledge of the work of ZSL. |
| Desirable | * Knowledge of the current National Curriculum. * An appreciation of the role that zoos can play in supporting young people and engaging the public in conservation. * An understanding of how to include learners with special educational needs and/or disabilities. * An interest in biological sciences |

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| Additional requirements |

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|  | * This post will require extensive outside working with direct exposure to the weather. * As the post involves working with children an enhanced DBS check will be required. * This post will require the post-holder to be onsite for some of the week, but flexible working can be discussed. * 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. |