



Position Vacant 2017

Department:	EDUCATION
Job title:	EDUCATION DEPARTMENT MGR – FULL TIME
Applications open:	15 November 2017.

The position of the Education Manager is an exciting and important role at Currumbin Wildlife Sanctuary [CWS]. Our Education Team delivers wildlife, cultural and environmental education that aligns with the Australian Curriculum in an inspiring natural setting. We are seeking a highly capable Education Manager who is business-savvy, to lead and support the education team and ensure that the department meets all KPIs and targets relating to both profitability (via school group visits) and customer satisfaction. Overseeing the content development of engaging educational experiences across the Queensland National Trust properties will be an important element of this role.

CWS is the largest property managed by the National Trust of Australia Queensland (NTAQ), and part of the family of 300 National Trust properties within Australia. NTAQ provides greater access to the cultural treasures and stories we have throughout our state and delivers engaging educational experiences.

Position details & duties

This management role includes responsibility for strategic and operational planning, budgeting, resource and project management and occasional teaching. Business development is a key component of the role, involving visiting and liaising with local schools and educational institutions to secure increased bookings for the core on-site schools program and for the 'Wildlife on Wheels' school incursion program.

- You will report directly to the General Manager Education, Creative & Community Engagement.
- Full time salaried role 40 hours per week, Monday to Friday, occasional weekend work required.
- Start date is December 2017.
- Non-smokers are preferred.

Selection Criteria – you will have:

1. Minimum three years' experience managing a work team.
2. Excellent time management and the ability to work calmly under pressure and meet deadlines.
3. Over five years' experience in a teaching role, comprising development and delivery of engaging curriculum-based resources.
4. Familiarity or association with the education sector, in a business development capacity, is desirable.
5. Financial capability to accurately report on and manage budgets for both expenses and revenue.
6. High level ability in using Microsoft Office products including Excel.
7. Exceptional professional communication standards, both oral and written, with a focus on accuracy and attention to detail.
8. Warm and genuine interpersonal skills.
9. Highly flexible, positive and responsible attitude.
10. Previous experience working in a zoo or animal based education would be highly regarded. You will be comfortable handling a variety of Australian animals, including insects, birds, mammals and reptiles.
11. Currently holds or has the ability to obtain: Working with Children Blue Card (or exemption), First Aid Certificate and Queensland Drivers' Licence.

How to Apply

Please forward your application via email to employment@cws.org.au. Your application should include your resume plus a brief letter stating how you would meet the Selection Criteria.