

JOB DESCRIPTION - Course coordinator

Job Title: Course coordinator

Location: David Attenborough Building, Cambridge, UK

Closing date: 4th March 2024 (Midnight, GMT)

Start date: As soon as possible

The Tropical Biology Association is an internationally recognized NGO dedicated to training and building capacity for conservation in the tropics worldwide. We have helped launch the careers of over 2,000 conservation scientists from around the world through world-class field courses, running yearly in habitats of conservation importance in Africa and SE Asia. TBA also develops professional skills for conservation managers and NGOs through a range of specialist courses, online training, and tailored capacity building programmes. Working in a small and dynamic team in the UK and Kenya, we are looking for someone who will take on this pivotal role of managing and delivering our field courses and specialist training programmes. You will be passionate about conservation, highly organised and have a flair for designing and helping to deliver practical and creative teaching. The post is based in the Cambridge office and will work closely with staff in our Nairobi office and partners across Africa. The post involves regular travel to Africa and SE Asia.

Field courses

You will coordinate all aspects of our month-long field courses held annually in Africa and SE Asia. This includes inviting world-class teachers, shaping the timetable and defining learning outcomes. Working closely with our Nairobi office you will manage course communications, applications and selecting participants. An important aspect of the job is to organise the logistics before and during the courses, working together with our Africa office and host-country partners. During the courses, you will contribute to teaching and project supervision, applying TBA's unique experiential teaching in exciting field locations in the tropics. You will help fundraise and shape our future courses.

Specialist short courses

You will help deliver our portfolio of short courses that are developing professional skills of conservation scientists and practitioners. These cover practical, relevant topics such as project design, communication skills and fundraising. The courses are delivered in person in Africa and SE Asia, as well as online.

Online learning

The Tropical Biology Association has a dynamic virtual learning platform that is designed to scale up our training. Our portfolio of online courses are designed for professionals and conservation organisations, and use a mix of self-paced and live teaching. You will help plan and deliver these courses and provide technical support for our online participants. You will also be part of the creative process to develop innovative interactive digital learning content.

Helping us deliver impact

You will be part of a small dynamic team who are changing people's lives through training and supporting their work in conservation. Fundraising is an important part of ensuring we achieve our impacts. You will assist with developing funding proposals and forging new collaborations. The Tropical Biology Association has a network of subscribing members who you will liaise with and keep them updated about how their students can benefit from our activities, while recruiting new members to join our network.

Are you interested?

You are passionate about conservation and training people to create lasting impact on the ground. You have experience of fieldwork and a flair for teaching. You will flourish in a small, but dynamic conservation NGO, and help us deliver world-class, innovative courses. You are able to show us that you have the right to work in the UK.

The main duties of the post include:

- Organise and deliver our in-person field courses. Includes taking responsibility for the logistics and liaison with staff, students, and host-country partners, but also overview teaching activities and support implementation.
- Help plan and deliver our specialist short courses, online courses and tailored training programmes.
- Evaluate and report on the impacts of the courses you are responsible for.
- Ensure our training is practical, relevant and based on best practice to maintain the Tropical Biology Association's world-class standards.
- Continue to develop your teaching skills and support the teaching team in doing the same.
- Contribute to developing funding proposals to support the field courses and new training programmes.

Person Specification

Qualifications

	Essential	Desirable
MSc in a related area to conservation, environment, or ecology.	<input checked="" type="checkbox"/>	
PhD in a related area to conservation, environment, or ecology.		<input checked="" type="checkbox"/>
An HE teaching qualification or equivalent training.		<input checked="" type="checkbox"/>

Skills & Experience

	Essential	Desirable
Knowledge of conservation and ecology – including hands on experience.	<input checked="" type="checkbox"/>	
Experience of teaching and supervising graduate level students – both inside and outside the classroom.	<input checked="" type="checkbox"/>	
Excellent organisational skills – to manage a range of logistics for the field courses, both from the office and when in remote locations.	<input checked="" type="checkbox"/>	
Experience of delivering online teaching through virtual learning platforms		<input checked="" type="checkbox"/>
Fundraising experience such as writing concept notes and proposals.		<input checked="" type="checkbox"/>
Knowledge and working experience in French and/or Portuguese		<input checked="" type="checkbox"/>
Proven IT skills including Microsoft packages such as Word, Excel and PowerPoint.	<input checked="" type="checkbox"/>	

Attributes

	Essential	Desirable
Ability to communicate to a wide range of audiences – using written, visual and verbal media	<input checked="" type="checkbox"/>	
Ability to balance a diverse workload and meet tight deadlines.	<input checked="" type="checkbox"/>	
Enthusiasm for working with people from a diversity of backgrounds and ability to interpret and understand different perspectives.	<input checked="" type="checkbox"/>	
Ability to work with minimum supervision and act on own initiative.	<input checked="" type="checkbox"/>	
Willingness to spend time overseas on training courses (will include working out of hours)	<input checked="" type="checkbox"/>	
An understanding of and commitment to promoting diversity, inclusivity, equality, and equity.	<input checked="" type="checkbox"/>	

EQUALITY, DIVERSITY AND INCLUSIVITY The Tropical Biology Association are committed to providing equality of opportunity to all. We welcome applications from all backgrounds and communities.

YOUR RIGHT TO WORK IN THE UK

The role is full time (37 hours a week) and based in the Cambridge UK office. The salary is aligned with experience and will be in the range of £33,348 to £43,155 per year, with a pension.

We are responsible for ensuring that you have the right to work in the UK before starting to work for us. If you do not currently have the right to work in the UK, any offer of employment we make will be conditional on you gaining the right to work here. It is unlikely that we will be able to obtain a work permit for anyone who does not already have one.

INFORMAL ENQUIRIES

For informal discussions about this role, please contact Dr Mariana Carvalho via e-mail: mb2357@cam.ac.uk

APPLICATIONS

Closing Date: 4th March 2024 (Midnight, GMT)

Expected interview date: week of the 18th March 2024

To apply for this post:

- Send us your Curriculum Vitae and a Cover Letter describing your motivation for the job and how you meet the criteria.
- Please include details on whether you **currently have the right to work in the UK** (such as whether you are a settled worker or whether you have a temporary work visa, and when this expires).
- Send them as pdf attachments by e-mail to: Monica Frisch at mef32@cam.ac.uk. Please ensure that you write 'Course coordinator' in the e-mail subject area.

Unfortunately we are unable to acknowledge all applications