

CENTRAL CARIBBEAN MARINE INSTITUTE



Education Coordinator Job Description

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Terms and conditions

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| Approximate start date: | 15/05/2018 |
| Contract Type: | Three-month contract with potential to extend, subject to performance, business needs and funding availability. |
| Probation Period: | n/a |
| Monthly Salary: | US\$500 |
| Location: | Little Cayman, Cayman Islands, Caribbean |
| Benefits: | All accommodation and food will be provided by CCMI, medical insurance, \$250 flight compensation |
| Hours of Work: | Staff work a standard 45-hour week and are often required and expected to work longer days as required. |

Job Description

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|------------------------------------|---|
| Position Title: | Education Coordinator |
| Reporting to: | Science & Education Manager and Field Station Manager |
| Line Manager of: | Education Intern |
| Key Internal Relationships: | Operations Department Members Advancement and Communications Department Members Education Department Members Research Department Members |
| Working with: | The Education Coordinator will routinely liaise with school and university representatives, education group chaperones, teaching assistants and representatives from the local community. |

Purpose:

- To coordinate all education groups visiting the Little Cayman Research Centre under the guidance of the Science and Education Manager
- Handle all logistical planning and scheduling of educational programme activities under the guidance of the Science and Education Manager
- To be an educational resource to visiting university groups

Responsibilities:

Coordination and Management

1. To coordinate, lead and teach all educational visits to the Little Cayman Research Centre, which includes CCMI's K-12 programmes and citizen science programmes, under the guidance of the Science and Education Program Manager
2. Handle and ensure that all education groups have received and completed all necessary paperwork such as waivers and other technical documents

3. Manage and develop the Education Intern during their time at Little Cayman Research Centre
4. Ensure safe, tidy, and efficient operation of classroom, field equipment and any laboratory equipment required for educational and citizen science programs
5. Management of classroom facilities and equipment including cleaning, inventory and resupply
6. Lead and manage in-water activities such as snorkels and dives
7. Act as the liaison between CCMI and university groups for all educational equipment matters

Development

1. Develop lecture materials for university classroom presentations
2. Assemble materials, supplies, gear and equipment for class laboratory exercise and field trips
3. Interact and build relationships with marine educators, visiting researchers, university groups and the local community
4. Identify opportunities and take advantage of them to build and develop the education and outreach programs based in Little Cayman
5. Catalyze and motivate Education intern to develop new approaches to education

Other

1. Operate small boats used for class field trips
2. Assist with any and all research activities as required
3. All employees assist the field station manager with general operations including, for example, helping with meal services, facilities maintenance, giving tours and talks, helping with preparing boats for field work.

Personnel Specification

| Area | Essential | Desirable |
|--------|---|---|
| Skills | <ul style="list-style-type: none"> • Excellent project management skills with proven experience in educational programme design, development, implementation, impact monitoring and evaluation • Ability to supervise the work of others • Strong verbal communication, presentation and networking skills • Strong written communication skills, including report and proposal writing • Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of results • Advanced Microsoft Office skills, including Outlook and Excel • Fluency in English (spoken and written) • Tropical marine technical conservation skills | <ul style="list-style-type: none"> • Experience in underwater videography and live broadcasting • Boat captain experience |

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| Knowledge & Experience | <ul style="list-style-type: none"> • Master’s degree in a relevant discipline (Marine Science, Conservation Biology or Education) • Good knowledge of classroom management, lesson planning and curriculum development • Knowledge of general marine science, particularly in biology, geology, chemistry, and oceanography • Experience translating scientific information into understandable lay terms and the ability to transmit them to school groups, university students and the general public • Experience implementing standard safety practices in laboratory and field situations • Experience living in remote areas under communal living conditions | <ul style="list-style-type: none"> • Formal teaching qualification (inc. Tefol) and experience teaching |
| Behavioural Qualities | <ul style="list-style-type: none"> • Commitment to CCMI’s mission and vision • Professional attitude to all aspects of work • Commitment to organisational and legal compliance and to responsible management of donor funds • Output-driven • Rigorous and diligent approach to work • Ability to work under pressure and to deal with challenges in a positive way • Team player, demonstrating ability to seek out and harness the views and contributions of others • Self-starter, able to work well under own initiative • Ability to build positive individual and organisational relationships • Ability to work within a multi-cultural environment | |
| Other | <ul style="list-style-type: none"> • Driver’s License • PADI Divemaster or equivalent • Emergency First Responder or Equivalent | <ul style="list-style-type: none"> • PADI Open Water Scuba Instructor or equivalent |

Competency Questions

Please provide one example that demonstrates your capability in the following core competencies required by a candidate to be considered for the position. In your response, please utilise the STAR technique with which you should outline the Situation, Task, Action and Response.

Core Competencies

Leading and Communicating

Description

Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It’s about supporting principles of fairness of opportunity for all and

a dedication to a diverse range of students. It is about establishing a strong direction and a persuasive future vision, managing and engaging people with honesty and integrity and upholding the reputation of CCMI.

Making Effective Decisions

Description

Effectiveness in this area is about being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned justifiable decisions. Leaders will be creating evidence-based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and balance priorities to provide sustainable outcomes.

Managing a Quality Service

Description

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse student needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery. It is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for students.

Collaborating and Partnering

Description

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside of CCMI to help get business done. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. It's about delivering business objectives through creating an inclusive environment, encouraging collaboration and building effective partnerships including relationships with other educational facilities.

Changing and Improving

Description

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It's about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. This is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve implementation of activities, while creating a more flexible and responsive education program. It also means making use of alternative delivery models including digital and shared service approaches wherever possible.

How to Apply

Applications, consisting of covering letter explaining why you feel you should be considered for this post, your answers to the competency questions following the STAR Format, a full CV and

contact details for two referees (who will not be contacted without your consent) should be sent to manager@reefresearch.org.

Please mark your application **Education Coordinator, Little Cayman**.

The closing date for applications is **16 April 2018**.

Interviews: Interviews will be conducted via Skype between the **24 - 26 April 2018**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.