



Position title: Education Manager

Reports to: Director of Communications

Supervises: Education Executive

Location: Singapore

Date: December 2014

I. About World Wide Fund for Nature, Singapore (WWF)

WWF Singapore is a Singapore-registered charity, founded by WWF International - the global conservation organization. WWF Singapore works with corporate partners in Singapore for best practices in natural resource management, engages in communications and outreach to raise awareness of critical environmental issues and collaborates with WWF offices in the region to raise funds for important conservation programmes. The WWF Singapore office also provides a hub for regional staff of WWF and supports WWF's operational functions. It works with government, business, other NGOs and the local Singapore community to spearhead efforts to build the region's expertise in planning and managing natural resources wisely.

II. Major Functions

The Education Officer is responsible for the education outreach programme of WWF Singapore. This education outreach program aims to bring conservation education to the local school community whereby individuals are given the opportunity to develop a stronger commitment towards conservation through engagement and experiences.

III. Major Duties and Responsibilities:

- Responsible for managing the education outreach programme and initiatives including research, conceptualization, budgeting, planning and implementation.
- Lead the Ecoschool and Ecocampus programmes, liaise with schools, tertiary institutions, universities and the Ministry of Education for various educational endeavors of WWF.
- Formulate and review long & short-term strategies and operation plans for educational outreach. This will include both traditional and non-traditional approaches including leveraging on new and social media to expand educational outreach efforts. Ensure and evaluate the effectiveness of these strategies and regularly recommend renewal plan accordingly.
- Prepare the budget for the education outreach programme and initiatives, monitor progress/results, analyze and propose solutions for continuous betterment of the programme/initiatives.
- Develop new and existing WWF education materials which include both printed and digital format materials as well as keep abreast of new materials that come into the market and make recommendations for how these may be utilised.
- Oversee school talks and education engagement activities upon invitation, utilising volunteers and/or audio visual tools as appropriate for these activities.
- Maintain networking and good working relationships with key stakeholders such as education practitioners including principals, teachers, administrators, sponsors, partner organisations, advocates etc. This will include developing collaborative relationships with new partners,

including government and non-governmental organisations, youth groups, youth-centric commercial brands etc.

- Liaise and train WWF's ambassadors, volunteers, student leaders, partners, teachers, etc to ensure that they are equipped with knowledge, materials to assist &/or leverage on the education outreach programme/initiatives.
- Conceptualize, plan and organize an annual conference for teachers and educators supporting WWF's educational endeavors.

IV. Profile:

Required qualifications:

- Bachelor's degree in Education, Marketing, or a related field
- At least three years' working experience in the Education field – teaching, administration etc

Required skills and competencies:

- Ability to conduct classroom training, group facilitation and hands-on engagement.
- Good Microsoft Office skills. Familiarity with design software will be an added advantage.
- Good organization and interpersonal skills with ability to function in a multi-cultural environment
- Fluent spoken and written English.
- Flexible, resourceful and able to perform despite tight schedules
- Has a strong stakeholder focus and service-oriented attitude
- Plans and organizes/ manages the job independently and pro-actively
- A strong interest in conservation
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

V. Working Relationships:

- **Internal** – Works closely with the Director of Communications, Campaign Manager, Assistant Manager Communications and the Marketing and Corporate Engagement team.
- **External** – Coordinates with education practitioners (including principals, teachers, administrators and related personnel), partners and related parties.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Interested applicants can Email a cover letter and CV in English to hr@wwf.sg with the subject line Education Manager. Deadline for applications: 30 January 2015.