



## **Volunteer Education Outreach Coordinator**

### **The Sussex Reptile Rescue Centre**

This volunteer role leads the planning and delivery of safe, engaging education outreach that helps children, young people and community groups understand responsible reptile care, wildlife welfare and conservation. The postholder works with the Operations Manager and trustees to develop a practical programme that reflects the charity's capacity and safeguarding responsibilities.

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| <b>Role title</b> | Volunteer Education Outreach Coordinator                                                                                                                         |
| <b>Reports to</b> | Operations Manager and Board of Trustees                                                                                                                         |
| <b>Location</b>   | Bognor Regis and outreach venues across West Sussex, with some planning completed remotely                                                                       |
| <b>Commitment</b> | Flexible; ideally 4 to 8 hours per month, with additional time around booked sessions and events                                                                 |
| <b>Expenses</b>   | Reasonable, pre-agreed out-of-pocket expenses may be reimbursed in line with the charity's expenses policy                                                       |
| <b>Purpose</b>    | To coordinate inclusive, educational activities that support SRRC's charitable aims without compromising animal welfare, safety or day-to-day rescue operations. |

### **Key responsibilities**

Plan an annual outreach programme for schools, youth groups, care settings, community events and suitable public engagement opportunities.

Liaise with hosts to agree learning objectives, age suitability, venue arrangements, access needs, safeguarding expectations and session timings.

Prepare clear session plans, risk assessments and practical resources, with suitable alternatives where live animals cannot attend.

Work with the animal-care team to select only appropriate ambassador animals, ensuring their health, welfare, handling limits and rest periods come first.

Support and supervise volunteers assisting with outreach sessions, including briefing them on roles, safety and boundaries.

Deliver or coordinate educational talks and activities on responsible reptile ownership, welfare, conservation and rescue.



Maintain accurate records of bookings, attendance, feedback, incidents, expenses and outcomes for trustee reporting and funding applications.  
Help promote outreach opportunities through approved charity communications and build relationships with local schools and community organisations.

### **Safeguarding, safety and animal welfare**

Follow all SRRC policies, including safeguarding, health and safety, infection control, animal welfare, visitor conduct and social media policies.

Ensure children and vulnerable adults are supervised by their responsible staff or carers at all times; volunteers must never be left alone with a child or vulnerable adult.

Use calm, welfare-led handling and never require an animal to be handled or displayed if it shows signs of stress or is unsuitable for the setting.

Report safeguarding concerns, accidents, near misses, illness, escape risks or animal-welfare concerns promptly to the Operations Manager or designated safeguarding lead.

Complete any checks and training required for the role, which may include an enhanced DBS check where the charity determines this is appropriate.

### **Person specification**

#### **Essential**

Confident communicator who can adapt information for different ages and audiences.

Good organisation and ability to plan sessions, coordinate bookings and keep reliable records.

Commitment to humane, evidence-led reptile welfare and responsible ownership.

Ability to work collaboratively, follow agreed policies and represent the charity professionally.

Willingness to undertake induction, safeguarding and health-and-safety training.

#### **Desirable**

Experience of teaching, youth work, community engagement, events or public speaking.

Knowledge of reptiles, conservation or animal welfare.

Experience of preparing learning resources, monitoring outcomes or supporting grant-funded projects.

### **What SRRC will provide**

A role induction, relevant policies and clear guidance on safeguarding, animal welfare and safe outreach delivery.

Support from the Operations Manager, trustees and animal-care volunteers.



Opportunities to develop skills in education, community engagement, animal welfare and charity operations.

### **How to apply**

Please send a short email explaining your interest, relevant experience and availability to The Sussex Reptile Rescue Centre. Informal conversations and a trial observation at an appropriate event may form part of the selection process.