



Head of Education

The Bermuda Underwater Exploration Institute (BUEI), registered charity number 326, requires a Head of Education to join our team. One of key strategic objectives of BUEI's mission is to offer affordable opportunities to learn about Bermuda's marine environment. To accomplish our education mission, BUEI has developed a 5-year plan to expand its education offerings. We invite applicants who have a passion for education and our marine environment and also demonstrate the skills and abilities needed to succeed in this role.

Key Responsibilities:

- Oversee the delivery of all education programmes
- Design, implement and revise education programmes as they relate to the marine environment through monitoring and measuring effectiveness of outcomes
- Develop, conduct and supervise educational camps and After School Programmes as well as oversee the coordination of educational tours
- Conduct market research to better understand learning methods for ages 5 through to adults and develop new education offerings specifically targeted for students of 13 year and above
- Submit and manage yearly budgets and ensure the timely ordering of materials, supplies and equipment
- Gather/ preserve study specimens for use in educational programming and exhibits
- Work with other BUEI team members for developing and upgrading exhibits
- Mentor and train staff within the Education and Programme areas
- Look for innovative and impactful on-floor activities to enhance visitor experience

Key Requirements:

- A science degree in Biology and / or Marine Sciences related subjects
- A minimum of 10 years' experience teaching sciences
- Experience in developing and writing marine science curricula and teaching multi-disciplinary subjects related to the marine environment
- Competence in the use of Microsoft Office applications, multi and social media
- Experience developing metrics, conducting statistical tracking of information and improving education offerings based on outcomes
- Experience preparing management reports highlighting programme performance against targets
- Must have strong management and organizational skills and the ability to work with a high degree of accuracy in a deadline-oriented work environment
- Be highly energized, enthusiastic, creative and personable
- Be highly flexible and available to work during school holidays, evenings and some weekends

This is a full-time position reporting to the Chief Executive Officer. Salary is commensurate with experience. Please apply no later than **September 28th 2018 to:**

Performance Solutions Limited

Ref: Head of Education

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Email: hr@psolutions.bm Ph: 441-232-5270