



Post: Head of Education
Division: Horticulture and Learning
Band: F

Purpose of Role

To lead, manage, the development and delivery of formal and informal education at RBGE in pursuit of the mission to Explore, Conserve and Explain the world of plants for a better future.

Job Description

Main Duties

1. Strategic and operational development of the Education Programme
2. Leadership and management of the Education Department and its courses, programmes, combined facilities, resources, staff, volunteers and quality management systems
3. To be the education lead for the development and delivery of Edinburgh Biomes Programme
4. Line management responsibility for Education staff
5. Development and delivery of education and consultancy income streams in line with agreed annual budget and targets.
6. As a member of the Senior Management Team contribute to the overall management of RBGE and the coordinated delivery of its programmes
7. Manage RBGE's educational partnerships and explore new collaborative opportunities
8. Represent RBGE and liaise with other national or international external bodies relevant to the organisation
9. Ensure a high standard of H&S is achieved within and by the Education Department, in accordance with RBGE policies
10. Champion RBGE Values
11. Maintain up to date knowledge and disseminate information on new and relevant education initiatives
12. Promote RBGE as a high quality and innovative education provider both internally and externally, working as appropriate with both Horticulture and Enterprise & Communication Divisions
13. Any other duties that are reasonably compatible with the role, as required by the Director of Horticulture and Learning

Specific Responsibilities

- Review the existing outline 5 year Education Plan and produce an action plan for the future development of the department for approval by the Leadership Team
- Ensure the quality and competitiveness of RBGE's world leading graduate and postgraduate degree courses and the Distance Learning Programme (online and outreach) - with delivery partners as appropriate



Person Specification

Skills/Experience	Essential	Desirable
Successful leadership and management in an FE/HE environment	*	
Experience in reviewing and managing a wide range of programmes at different levels and in varied subject areas, including in-person and online delivery	*	
Experience and proven track record of influencing positive strategic and operational change	*	
Budget management experience	*	
Proven track record in developing education initiatives and/or courses		*
Experience of on-line learning platforms		*
Excellent written and verbal communication skills	*	
Ability to influence at a senior level	*	
Ability to manage meetings efficiently and effectively	*	
Ability to manage own time effectively	*	
Previous experience working as part of a mixed discipline senior management team		*

Knowledge	Essential	Desirable
Background in environmental, plant science or horticulture		*
Understanding of current key questions and challenges facing the education sector and the opportunities around technological advances in digital learning		*
Botanic garden knowledge		*



Royal
Botanic Garden
Edinburgh

Professional Qualifications	Essential	Desirable
A qualification in an environmental, horticulture or a plant sciences-related subject at graduate level, or equivalent experience		*
Teaching qualification		*