



## VACANCY AT WESSA

### Education Centres Manager

The Wildlife and Environment Society of South Africa (WESSA) is one of South Africa's leading Environmental NPO's. WESSA's aims to Educate.Advocate.Act through its staff and voluntary members and supporters across throughout the country.

WESSA is recruiting for an outstanding leader experienced in managing education programmes and centres to assume overall accountability for and grown our uMngeni Valley (Howick), Twinstreams (Mtunzini) and Treasure Beach (Durban Bluff) Education Centres.

#### KEY PERFORMANCE AREAS INCLUDE:

- Manage and lead the Education Centres team towards achieving excellence in delivery of environmental education and profitability for the three Centres.
- Strategic lead for design, development and implementation of educational programmes and resources.
- Present a budget for board approval and prudently manage resources within those budgetary guidelines according to WESSA policy and guidelines.
- Develop and implement a dynamic strategic marketing campaign to continuously grow the Centre's client base, including sourcing project funding.
- Manage, train, and lead the centre's education, housekeeping, kitchen, property maintenance and admin staff and interns; ensuring high standards and team performance.
- Maintain the Treasure Beach and Twinstreams properties and infrastructure, with practical support from UVNR Manager.
- Collaborate with the WESSA Communications & Marketing in producing regular publications showcasing the activities and successes of the unit, as well as in developing marketing materials.
- Excellence in managing plans, budgets, internal and funder reporting, and administrative duties.
- Promote and foster strong stakeholders, clients, suppliers, and local community relations.

#### MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- A BSc, PGCE or BEd with a minimum of 8 years of experience in educating and/or implementing environmental/biological/physical sciences, STEM, STEAM, and/or outdoor education programmes.
- Extensive experience in managing and operating an education operation, together with outdoor classroom experience, involving multiple customers and stakeholders.

- Strong management and organisational skills, with the ability to build and maintain professional relationships.
- Marketing and sales experience in the educational sector, together with fundraising, project proposal and tender writing skills.
- Excellent financial acumen and the ability to develop and manage a budget.
- Fluency in English with excellent communication, report writing and presentation skills (written and verbal).
- Key personal skills: initiative, self-motivation, and self-management as well as the ability to inspire the same in others.
- Confidence, high energy levels, enthusiasm and a strong work ethic is essential.
- Proficient in the use of MS Word, Outlook, PowerPoint, Excel, Teams.
- A valid driver's license is essential with demonstrated competent driving skills.
- South African citizenship or permanent SA residency permit.

This position is **based at uMngeni Valley Nature Reserve**, Howick. This post works in close cooperation with the UVNR Manager, and reports to the **Chief Operating Officer**.

#### **SALARY:**

To be discussed.

Accommodation/house can be provided.

#### **NOTE:**

WESSA is committed to equality, employment equity, and diversity. In accordance with the employment equity plan of WESSA and its employment equity goals and targets, preference may be given, but is not limited, to candidates from under-represented designated groups. WESSA reserves the right not to make an appointment to the posts as advertised.

#### **PLEASE FORWARD YOUR CV & LETTER OF MOTIVATION, WITH 3 CONTACTABLE REFERENCES TO:**

WESSA Human Resources, via email to: [applications@wessa.co.za](mailto:applications@wessa.co.za)

Please state **Education Centres Manager** in the subject line

**Important to note:** Please submit all documents in a single PDF document.

**CLOSING DATE OF APPLICATIONS: 12h00 midday/SAST, 8 June 2025**