



EDGE Training and Leadership Development Manager

Job grade	Level 4	Reports to	EDGE Programme Manager
Directorate	Conservation and Policy	Function	EDGE Training and Leadership Development Manager
Contract	Permanent	Location	Regent's Park / Homeworker

Responsibility for

Direct line reports	Three EDGE Regional Managers (on individual consultancy agreements)	Responsibility for other resources	NA
Financial resources	NA		

Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

Purpose of the role

The EDGE of Existence programme is a flagship conservation initiative at the Zoological Society of London, focused on supporting early-career conservation leaders working on the world's most unique and threatened species. This role leads the design, delivery, and evolution of the EDGE of Existence Programme's training and leadership development portfolio. This includes coordinating the EDGE Fellowship, supporting postgraduate partnerships, and expanding and embedding EDGE's contribution to ZSL's strategic commitment to training conservationists.

The postholder will work at both strategic and operational levels: shaping the training portfolio and approach, while also administering fellowships, coordinating logistics, and managing grant disbursements.

The successful candidate will be equally comfortable with hands-on delivery, administration, and big-picture thinking, playing a key role in strengthening ZSL's internationally recognised EDGE Fellowship and advancing initiatives to support, strengthen, and diversify conservation leadership globally.

The postholder will work closely with the EDGE Programme Manager and wider ZSL teams, including those responsible for ZSL's other learning and education initiatives. The role operates within established ZSL learning and development frameworks, and the postholder will work collaboratively with internal teams to shape and deliver training within this structure.

Key responsibilities

- Co-lead the development and delivery of EDGE's global conservation training and leadership approach, in accordance with the EDGE strategy, within ZSL's broader education and training framework.
- Coordinate EDGE's flagship training initiative, the EDGE Fellowship, throughout the entire cycle from promotion and application to onboarding, mentoring, and alumni engagement.
- Oversee and ensure the successful planning, delivery, evaluation and reporting of EDGE's two annual flagship training courses, the four-week Conservation Tools Course in a tropical environment and the three-week Conservation Impact Course in the UK.
- Manage the disbursement and financial oversight of EDGE Fellowship grants, ensuring compliance with grant agreements and ZSL policies.
- Contribute to fundraising efforts by identifying and supporting the development of training-related funding proposals and the production of donor reports.
- Co-develop and oversee strategic education partnerships in collaboration with the EDGE Programme Manager and EDGE Research Fellow, including EDGE's involvement in MSc modules, PhD partnerships, and potential contributions to national curricula and ZSL's external professional learning.
- Ensure that all training initiatives uphold safeguarding, equity, inclusion, and accessibility standards in accordance with ZSL policies.
- Represent EDGE in external capacity development forums and foster collaborations with universities, training institutions, and conservation networks.
- Provide logistical and administrative support to the EDGE team, particularly the Regional Managers in Asia, Latin America, and Africa, by assisting with planning, budgeting, and coordination of project visits and training delivery as required.
- Carry out additional duties as reasonably required, in line with the nature and level of the role.

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • Experience designing, managing, or delivering training or education programmes in conservation or a related field. • Experience working with early-career professionals or students from culturally and geographically diverse backgrounds. • Experience managing grants or budgets, including financial reporting and compliance. • Experience coordinating multi-partner projects or events, ideally in an international context. • Experience working in a blended strategic and operational role — contributing to both long-term planning and day-to-day delivery.
Desirable	<ul style="list-style-type: none"> • Experience developing or teaching Masters or PhD-level content, or contributing to curriculum development. • Experience working in tropical or field-based conservation contexts. • Experience supporting fundraising efforts, including proposal or donor report writing.
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Strong understanding of conservation training needs. • Excellent project management skills, with the ability to coordinate complex activities and competing priorities. • Strong financial literacy, including confidence managing budgets, processing payments, and reviewing financial reports. • Excellent communication and interpersonal skills, including cross-cultural communication and engagement. • Ability to work independently and as part of a remote and multidisciplinary team. • Strong digital skills, including proficiency in MS Office (especially Excel, Word, PowerPoint) and collaboration tools (e.g. Teams, Zoom, SharePoint). • Commitment to equity, inclusion, and safeguarding best practice in training and partnership work.
Desirable	<ul style="list-style-type: none"> • Familiarity with pedagogy and adult learning theory, especially for conservation or environmental contexts. • Understanding of conservation challenges in lower- and middle-income countries. • Experience using digital learning platforms and websites (e.g. Moodle, WordPress).
Additional requirements	

Essential	<ul style="list-style-type: none">• This post is a blended role for office and home working; some travel to ZSL's offices will be required.• This post requires occasional work during evenings and/or weekends to accommodate international time zones or field work schedules.• This role requires frequent overseas travel worldwide (sometimes in remote areas) and is expected to travel around 45 days per year.• Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical).• To comply with and promote Health and Safety policies and procedures.
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