

Leicestershire and Rutland Wildlife Trust



Leicestershire
& Rutland
Wildlife Trust

JOB DESCRIPTION

Job title: Education Officer
Fixed term for minimum of 9 months with likely extension

Responsible to: The Senior Education Officer

Purpose of post: To promote environmental knowledge and understanding of wildlife and nature conservation in Leicestershire and Rutland, with a focus on Forest School.

Number of hours: 3 - 4 days/week

Main responsibilities of the post:

Promoting People and Wildlife opportunities that engage people of all ages and backgrounds, including developing and delivering activities and initiatives for children and young people with particular focus on:

Forest School

Planning, preparing resources for, and delivering Forest School sessions with school groups, home educated groups, nursery/preschool groups and parent groups in Leicester:

What	When
Nursery/preschool groups	<ul style="list-style-type: none">• Weekly sessions (full day) on Mondays• Weekly sessions on Tuesdays (full day)• Weekly sessions on Wednesdays (morning)
Wild Tots	<ul style="list-style-type: none">• Weekly sessions on Thursday mornings for 2 – 5 year olds and their families
School group	<ul style="list-style-type: none">• Weekly sessions (full day) on a Thursday mornings (likely to replace the above from 4th June)
Home educated group	<ul style="list-style-type: none">• Fortnightly sessions on Friday mornings

The above will include:

- Meeting with school staff and pupils in advance of the sessions
- Helping to co-ordinate a parents session
- Running a school assembly
- Communicating with parents about the sessions
- Assisting with press and publicity work
- Photo documenting the sessions
- Evaluating the programme
- Carrying out any associated administration

The role would also involve supporting the Trust's Senior Education Officer in respect of:

Outreach Education Programmes

- Preparation and delivery of Woodland Workshops and/or Forest School taster sessions either in school grounds or in other woodland settings:
 - Preparing workshop materials and resources and purchasing new ones, when necessary
 - Ensuring that each visit is evaluated by requesting feedback from teachers

National Campaigns / Events

- Assisting with the delivery of national engagement campaigns including Wild about Gardens, Marine Week and 30 Days Wild.
- Assisting with and at events family events, with support from LRWT colleagues.

- Key dates are: 15th April, 30th and 31st May, 6th and 7th June, 20th June and 21st – 23rd August 2020.

Other duties

- Developing and producing relevant educational materials and resources, for example for events and for the Trust website.
- Providing regular support and supervision to any volunteers allocated to the post.
- Building links with other organisations and local communities to deliver lifelong learning in environmental and wildlife issues.
- Maintaining contact with colleagues in other Wildlife Trusts and The Wildlife Trusts (national office) and ensuring effective liaison with education providers in Leicestershire and Rutland.
- Any other duties reasonably required.

PERSON SPECIFICATION:

	Essential	Desirable
<i>Skills</i>	<ul style="list-style-type: none"> • Trained Forest School Leader – Level 3 • A full, current driving licence • Excellent interpersonal and communication skills and an ability to work with people of all ages and backgrounds • Creative and innovative – ability to plan and deliver collaborative, fun and engaging and Forest School sessions that meet the needs of individual learners • Efficient administration and organisation • Project management and report writing • Team working • Good IT and computer skills particularly Microsoft Office 	<ul style="list-style-type: none"> • Using publishing packages, e.g. Indesign
<i>Experience</i>	<ul style="list-style-type: none"> • Proven track-record of delivering Forest School sessions with a range of ages, from 2 – 14 year olds • Working with children and young people • Delivering environmental education • Project co-ordination • Event organisation • Supervising and motivating volunteers 	<ul style="list-style-type: none"> • Working in and with Nursery/Pre-schools and Primary Schools
<i>Knowledge</i>	<ul style="list-style-type: none"> • Wildlife and nature conservation • Child welfare and safety policies and practice 	<ul style="list-style-type: none"> • Schools National Curriculum
<i>Personal Qualities</i>	<ul style="list-style-type: none"> • Versatility • High level of enthusiasm, self motivation, self discipline and initiative • Commitment to environmental education and nature conservation 	

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer:	Leicestershire and Rutland Wildlife Trust
Place of work:	The Trust's Central Office, currently at The Old Mill, 9 Soar Lane, Leicester. The office is a no smoking area. And various green spaces in and around Leicester, Leicestershire and Rutland.
Salary:	Officer band: £21,738 per annum pro rata (with pay award pending)
Length of contract:	The contract will run for a fixed term from March 2020 until end of December 2020, with likelihood of extension.
Hours of work:	21 - 28 hours per week. Flexible working will be required to include evenings and weekends. Payment for overtime worked in excess of the standard

	working week is not available, but time off in lieu may be taken by prior arrangement with line managers.
Leave:	Annual leave entitlement is 25 days plus statutory public holidays per annum pro rata. Due to the nature of the work, we ask the postholder to take the majority of their leave during school holidays, to be discussed with the Senior Education Officer.
Pension:	The Trust operates an Auto-enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee
Death in Service:	Death in service cover is provided at three times annual salary
Training:	A training budget is allocated to this post and on-the-job training will also be given.
Travel:	A full, current driving licence is essential. Trust vehicles can be used, if available, otherwise the standard Trust mileage rate will be payable for the business use of the post holder's private car.
Probation period:	A probationary period of three months applies, during which new employees are expected to demonstrate their suitability for the post.
Working with children or vulnerable adults:	As the post will involve contact with children or vulnerable adults, a satisfactory enhanced Disclosure and Barring Service check will be required in the event of a successful application. A criminal record will not necessarily be a bar to obtaining the position.
Equal opportunities:	The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.
Environmental policy:	The post holder will be expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

HOW TO APPLY

Prospective candidates should complete the Trust application form and return it:

By email to: aalimahomed@lrwt.org.uk

By post to:

Azrin Alimahomed, Leicestershire and Rutland Wildlife Trust, The Old Mill, 9 Soar Lane, Leicester LE3 5DE

We will acknowledge receipt of applications sent by email.

FURTHER INFORMATION

If you have any questions or require further information about the post, please contact Martha Rose, Senior Education Officer: mrose@lrwt.org.uk 0116 248 7356

RECRUITMENT TIMETABLE

Deadline for Applications

9 am on Monday 24th February 2020.

Interviews

Interviews will be held in at The Old Mill, 9 Soar Lane, Leicester LE3 5DE on Monday 2nd March 2020.

If applicants have not heard from us by 26th February 2020 they should assume that they have been unsuccessful.