

JOB DESCRIPTION

CASUAL LEARNING OFFICER

Hours of work: Variable, no fixed hours of work. You will be required to work on an "as required" basis. The majority of hours worked will take place on weekdays during term time between 8am and 5.30pm with occasional evenings, weekends and school holidays according to business need and your availability.

Type of contract: Permanent

Based at: Sutton Courtenay Environmental Education Centre, Sutton Courtenay, Oxon
Croner Rank: 6

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we're proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

JOB PURPOSE

- To deliver an inspiring formal schools education offer to audiences in Oxfordshire at Sutton Courtenay Environmental Education Centre
- To lead other education sessions for other groups at Sutton Courtenay and/or other locations including virtually as required
- To develop the learning opportunities to promote nature connection in broad audiences including those under 16 years

REPORTING LINE

Reports directly to Senior Learning Officer (Oxon)

EMPLOYEE MANAGEMENT

This post has no line reports

BUDGETARY RESPONSIBILITIES

This post has no budgetary responsibilities

KEY RESPONSIBILITIES

- To manage formal education visits or events, including arrival and departure of school groups, volunteer helpers and the smooth running of the day
- To set up and clear away education equipment for sessions and assist with upkeep of education areas as required
- To plan sessions and use of locations as appropriate in consultation with the line manager
- To maintain communications and nurture BBOWT's relationships with user groups
- To provide session review and feedback to the line manager, and report about programmes and delivery objectives where required
- To contribute to the development of learning opportunities with broad audiences as part of a lifelong learning programme
- To develop informative and educational resources across a variety of media to promote nature connection
- To support the development of publicity for the Centre to promote their educational use
- To undertake training agreed with line manager
- Adhere to all Trust policies, procedures and systems.
- To represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation.
- To ensure that all health and safety obligations are met in all aspects of the role in particular, to ensure implementation of Child Welfare and Safety Code of Practice"
- To provide regular reports as required
- To engender a culture of membership recruitment within the team
- Any other duties as delegated by the line manager, Head of Department or Chief Executive

PERSON SPECIFICATION

	Essential	Desirable
Minimum of one years' experience in environmental education or other educational setting	✓	
Experience of developing educational activities for primary-aged children	✓	
The ability to work with a range of people from different age groups and backgrounds, particularly primary-aged children	✓	
Skills and professionalism required to deliver environmental education and activities	✓	
Experience of developing educational activities for secondary-aged children		✓
Well-developed IT skills with a working knowledge and understanding of MS Office functions such as Word, Excel, Outlook and the internet	✓	
Willingness to work occasional evenings and weekends	✓	
First aid qualification	✓*	
Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion	✓	

✓* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). In these instances, the candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they do meet the criteria. The training and assessments will take place within the six month probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests for 'essential' skills is likely to mean that the employment will be terminated.

MEASUREMENTS OF SUCCESS

- Successful delivery education programmes
- Positive feedback from schools and activity participants
- Amount of supervision required
- Clear communications
- Completion of tasks on schedule and to agreed standards
- Effective management of time when working alone

This post will be DBS checked at enhanced level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT's policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.