

## **JOB DESCRIPTION**

### **Project Officer – Wild West Berkshire Schools**

Hours of work: Part time, 14 hours per week

Type of contract: Fixed term to end of May 2023.

Based at: Nature Discovery Centre, Thatcham and homeworking

Rank: 5

## **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 coordinate and deliver an inspiring outreach programme to schools in West Berkshire in partnership with West Berkshire Council
- To develop the learning opportunities to promote nature connection and healthy living habits in local communities including children under age 12

## **REPORTING LINE**

Reports directly to Learning Manager (West)

## **EMPLOYEE MANAGEMENT**

This post has no line reports

## **BUDGETARY RESPONSIBILITIES**

This post has no budgetary responsibilities

**KEY RESPONSIBILITIES**

- To lead on the development and delivery of an inspiring education programme including regular outreach sessions to local schools
- Plan school outreach sessions and use of resources as appropriate in consultation with the line manager and project partners at West Berkshire Council
- To contribute to the development of engagement opportunities with local communities
- Develop informative and educational resources across a variety of media to promote nature connection and healthy living habits
- To regularly collect data as part of the project monitoring and evaluation
- To liaise closely with Learning Manager and West Berkshire Council staff to ensure the smooth delivery of the project
- Support in the nurturing of BBOWT’s relationship with local schools
- 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**

	<b>Essential</b>	<b>Desirable</b>
Minimum of one year’s 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	✓	
Experience working on projects with different community partners and stakeholders	✓	
Basic knowledge of local wildlife and passion for environmental education	✓	
Skills and professionalism required to deliver educational sessions and activities	✓	
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		✓
Experience of developing educational activities to promote healthy lifestyle habits		✓
Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion	✓	

## **MEASUREMENTS OF SUCCESS**

- Positive feedback from schools and activity participants
- Successful delivery of project
- Amount of supervision required
- Completion of tasks on schedule and to agreed standards and 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.