**JOB PACK**

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| **IDENTIFICATION OF JOB** | |
| **Job Title** | Learning & Engagement Leader |
| **Department** | Learning & Engagement |
| **Responsible to** | Learning & Engagement Manager (supervised daily by L&E Officer) |
| **Responsible for** |  |
| **Overall purpose of job** | To support the Learning & Engagement Officer (Seven Sisters) generate a desire for wildlife through the organisation and implementation of an education and events programme at Seven Sisters Country Park. |

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| **KEY MEASURES OF PERFORMANCE** |
| * Positive feedback from Educational activities * Support development of new educational delivery |

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| **REMUNERATION** | |
| **Job Grade** | Grade B |
| **Salary Band** | B |

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| **DOCUMENT INFORMATION** | |
| **Created** | January 2019 |
| **Last revision** |  |

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| **EMPLOYEE SIGNATURE** | |
| **I confirm acceptance of the duties detailed in this Job Pack** | |
| **Employee Name** |  |
| **Signature** |  |
| **Date** |  |

JOB DESCRIPTION

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| **Main Responsibilities** |
| 1. Lead educational programmes at Seven Sisters and surrounding area, ensuring a high standard of delivery. These programmes may include forest school, wild beach and school grounds outreach programmes and may need to be adapted accordingly. 2. Liaise with clients regarding the delivery of the educational programme. 3. Deliver a series of family events and children’s activities at Seven Sisters Country Park and the surrounding area. These events may include nature tots, wildlife watch, wildlife rangers and youth rangers. 4. To be responsible for the health and safety of client groups on pre-arranged school visits or family activities to Seven Sisters, and of the staff and volunteers working with them. 5. Ensure compliance of risk assessments for sites and activities. Including but not limited to: daily risk assessment procedures and health & safety procedures relating to participants and staff are observed. 6. Day to day manage and encourage new and existing volunteers, by motivating, training and involving them in the work of Sussex Wildlife Trust in order to increase its effectiveness. 7. Ensure resources are available and maintained in order to deliver the programme.   **Please note, this post will be subject to DBS clearance** |
| The above list should not be regarded as exhaustive as staff may be required to carry out other such duties which may from time to time be determined by the Trust |

PERSON SPECIFICATION

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| **Experience** | ***Essential*** | ***Desirable*** |
| Experience of working in the environmental education sector or the voluntary sector with young people | √ |  |
| Managing and training of volunteers |  | √ |
| Organising, running and assessing of schools programmes | √ |  |
| Writing of risk assessments | √ |  |
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| **Knowledge** | ***Essential*** | ***Desirable*** |
| A good general knowledge of wildlife and conservation issues. | √ |  |
| An understanding of Health & Safety requirements and welfare issues of working with young children | √ |  |
| Ability to use IT | √ |  |
| A good understanding of the National Curriculum | √ |  |
| A current First Aid Certificate | √ |  |
| An understanding of the marine environment, and coastal processes |  | √ |
| A Level 3 Forest School qualification |  | √ |
| A formal teaching qualification (PGCE etc) |  | √ |

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| **Skills** | ***Essential*** | ***Desirable*** |
| Good organisational skills. | √ |  |
| Excellent communication skills both written and particularly verbal within a wide age range | √ |  |
| Ability to manage and motivate volunteers. | √ |  |
| Ability to work in a team | √ |  |
| A professional and result orientated approach | √ |  |
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| **Personal Qualities** | ***Essential*** | ***Desirable*** |
| Self-motivation | √ |  |
| The initiative to be able to lead activities at an out-stationed location | √ |  |
| Flexibility | √ |  |
| Sense of humour | √ |  |
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**JOB SPECIFICATION**

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| **Work Complexity** |
| * Undertaking routine and some complex activities |

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| **Competence/Technical Skills** |
| * Appropriate qualification (Level 3 Forest Schools) * Good level of experience and skills |

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| **Management Responsibilities** |
| * Responsible for to the implementation of H&S policy and procedure requirements for each programme * Supervises volunteers |

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| **Level of Decision Making** |
| * Some amount of responsibility and autonomy * Working alone and in collaboration with others |

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| **Budgetary Responsibility** |
| * Purchase small items when required |

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| **Communication & Customer Contact** |
| * Deals with a variety of contacts day to day * Liaises with external contacts * Addresses large audiences |

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| **Miscellaneous** |
| * Full driving licence is required as may need to visit locations not easily accessible by public transport * Occasional early evening or weekend work may be required to deliver specific planned events (include/change as appropriate) * In order for the organisation to work effectively all staff may be required to assist with other areas of work and should therefore be prepared to undertake other duties appropriate to the post, as delegated by the Trust * All staff are required to abide by organisational policies and procedures |