



Volunteer Role Description 2019

Role title:
Wildlife Trainee (Education) Oxfordshire
Based at location (please indicate if disabled access is available):
Sutton Courtenay Environmental Education Centre, OX14 4TE
Purpose of the role:
<ul style="list-style-type: none">• To assist the Oxon Education team with the delivery of education programmes
Key areas of involvement:
<ul style="list-style-type: none">• Assisting with, and potentially leading, school parties, Nature Tots and other groups visiting the site• Supporting the development and delivery of educational events for families, specialist groups and the general public (on and off site)• Assisting with our outreach programme (i.e. visits to schools)• Assisting with maintenance and development of educational resources and facilities• Day to day operation of education sessions, including the setting up and packing down of educational resources.• Carrying out general administrative tasks that support the work of the education team• Ensuring that all health and safety obligations are met in all aspects of the role• Promoting a culture of membership recruitment within the team• Undertaking any other duties as delegated by your mentor, Head of Department or Chief Executive

Experience & / or qualifications needed:***Essential:***

- Desire to work in environmental education
- Desire to work with children
- Good communication skills
- Good organisational skills
- Ability to deal with the general public, Trust members and volunteers in a friendly and professional manner in a variety of situations
- Enthusiasm for developing the skills and standards required to carry out environmental education, family events and activities
- Ability to interact with a range of people from different age groups and backgrounds
- Willingness to be flexible and resourceful
- Willingness to engage in basic duties needed for running a centre
- A good general knowledge of wildlife and habitats

Desirable:

- Relevant education and/or experience volunteering/working with children and young people
- A good understanding of Health & Safety requirements and welfare issues of working with children
- Current UK-valid driving licence

Times/days we would like you to be available:

- A commitment to 3 days a week for 6 - 12 months is required, starting (ideally) in March.
- Hours: usually 8am - 4pm (with some flexibility given and required).

Benefits to volunteer & possible training opportunities:

- This busy, hands-on Traineeship provides an ideal starting point towards a paid job in the environmental education sector
- This post offers a great opportunity for you to develop your skills in environmental education and build experience in working with children in an outdoor setting
- A range of courses (including accredited) are offered through BBOWT's Training Programme
- First Aid training can be arranged

You will be responsible to:

County Education Manager

Expenses payable:

Limited travel expenses are available.