

JOB DESCRIPTION

Learning Officer

Hours of work: 17.5 hours per week, (some flexibility in how worked) working days to include Friday, and 2 Saturdays per month

Type of contract: Fixed term contract – 15 months

Based at: Sutton Courtenay Environmental Education Centre. Hybrid working available.

Rank: 6

Job Purpose

To plan and deliver inspiring educational programmes and events for children, young people and adults at the Sutton Courtenay Environmental Education Centre.

Reporting Line

Reports directly to Senior Learning Officer (Oxon)

Line Management

This post has no line reports

Key Responsibilities

- To assist in the development and delivery of inspiring education programmes to primary and secondary aged children and young people
- To assist in the planning and delivery of Nature Tots outdoor toddler groups
- To support, plan and deliver activities/events for our adult learning provision
- Develop informative and educational resources across a variety of media to promote nature connection and our activities, such as the creation of posters and other written content
- Assist with upkeep of education areas as required
- Support in the nurturing of BBOWT's relationship with 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, including ensuring implementation of BBOWT's Child Welfare and Safety Code of Practice
- Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion
- To promote a culture of membership recruitment within the team
- Any other duties as delegated by the Chief Executive, line manager or Director.

Person Specification

- Able to communicate clearly and appropriately to a range of audiences
- Skilled at designing and delivering environmental education or other educational activities for children, young people and adults, including primary and secondary aged groups
- Creative Skills
- Ability to work with a range of people from different backgrounds, age groups and communities
- Competent in use of MS Office functions such as Word and Outlook and Excel
- Willingness to work occasional evening and regular weekends
- First aid qualification*

✓* 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. 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

- Positive feedback from schools, activity participants and their families
- Successful delivery of education programmes/events
- Amount of supervision required
- Completion of tasks on schedule and to expected standards

The Berks, Bucks & Oxon Wildlife Trust is committed to equal opportunities and maintaining a safe and secure environment for all children and young people. Therefore, the successful applicant for this position will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.