



## **Job Description**

Learning Officer (Windsor Great Park)

**Hours of work:** 28 hours per week (flexible in how worked)

**Type of contract:** Fixed Term

**Based at:** Windsor Great Park Environmental Centre with travel to other sites as required.

**Croner rank:** 6

## **Job Purpose**

To deliver the programme of activities for children and young people at Windsor Great Park Environmental Centre and to support delivery of the Lifelong Learning programme

## **Reporting Line**

The post holder reports to the Senior Learning Coordinator

## **Line Management**

No line management duties

## **Key Responsibilities**

- To plan, administrate and deliver the formal (schools) programme
- To plan, administrate and deliver informal events and activities for families, children and young people and to support the Lifelong Learning programme.
- To publicise these programmes
- To support the continued upkeep & development of the Centre's building, facilities and resource and effective collaboration between the Crown Estate and BBOWT
- Volunteer management
- Any other duties as delegated by the Chief Executive

## **Person Specification**

- Skilled at developing and delivering environmental education activities for children of all ages
- Ability to engage, and communicate clearly and appropriately, with a range of audiences including volunteers
- Ability to work independently and with a range of people, from all backgrounds
- Strong organisational and time management skills
- Willingness to regularly work weekends
- First Aid qualification\*
- Competent in use of MS Office functions such as Word and Outlook and advanced Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence or eligible for funding via Access to Work for a support worker driver (the site is not readily accessible by public transport)

\* 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 three 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**

- Positive feedback from schools and other visitors
- Successful delivery of the programme of school visits, events and activities
- Ability to communicate and work effectively with colleagues across both organisations, volunteers, and visiting groups
- Amount of supervision required
- Contribution of ideas for programme development and improvements in working practices

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.