

Job Description

Wildlife Club Leader

Hours of work: 12 hours per month for 9 out of 12 months of the year (108 hours for length of contract).

Ranger's wildlife club sessions run monthly on a Saturday during term time (9 days per year). Typically, in September, October, November, December, January, February, March, May & June.

Each day includes delivery of 2 two-hour sessions. A morning session for Young Rangers and an afternoon session for Teen Rangers.

The 12 hours per month includes 7 hours onsite to set up, deliver and close away 2 x two-hour sessions (morning and afternoon), and 5 hours each month for preparation and planning.

In addition to the scheduled sessions there is opportunity to deliver with occasional group visits and public sessions via a zero-hour contract.

NOTE: The induction for this role will take part in July / August 2026, with the dates to be finalised with the successful candidate. Any hours worked will be paid on a zero-hour basis.

Type of contract: Fixed Term from 1 September 2026 to 31 July 2027

Based at: College Lake Nature Reserve, Tring, Bucks, England

Croner rank: 5

Job Purpose

To inspire young people to connect with and act for wildlife by preparing and delivering Young Rangers (8-11yrs) and Teen Rangers (11-17 yrs) Wildlife Clubs.

Reporting Line

The post holder reports to the Visitor Experience Manager.

Line Management

This role does not line manage.

Key Tasks

Wildlife Ranger sessions are full of wildlife and conservation-themed activities for children with a love of nature and the outdoors. We aim to include age-appropriate activities, such as plant and animal ID, bushcraft, fire lighting and safety, tool use, and light conservation work that contributes to the maintenance of the reserve, practical tasks in the teaching garden and nature-themed craft.

As a Wildlife Club Leader, you will:

- Plan, prepare and deliver Wildlife Clubs for young people aged 8 - 11yrs & 11 - 17yrs
- Coordinate session planning and assist in the recruitment of Activity volunteers to support with programme delivery
- Contribute to the Wildlife Clubs programming, resource preparation, development, and evaluation

- Set up and pack down sessions on the day
- Communicate with BBOWT Staff and parents of young people
- Ensure that all health and safety obligations are met in all aspects of the role including safeguarding children and young people
- Undertake training and attend meetings as required
- Assist with general administration, reporting and upkeep of activity areas as required
- Ensure that all health and safety obligations are met in all aspects of the role, to ensure implementation of current Welfare and Safeguarding related procedures
- Show an ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion.

Person Specification

- Understanding & skills to be able to work with upper primary and/or secondary-aged children
- Understanding of nature conservation techniques and common UK wildlife
- A good understanding of Health & Safety requirements and welfare issues of supporting children in an outdoor education environment
- Ability to inspire engagement and a love of nature in young people
- Excellent planning and organisation skills
- Ability to work positively with the Visitor Centre Team and volunteers to plan and deliver a well-attended successful programme of events
- First aid qualification*
- Ability and willingness to demonstrate the BBOWT behaviours and values

*The First Aid qualification will need to be attained within 3 months of starting with BBOWT. Failure to complete the course may lead to the contract being ended.

Measurements of Success

- Booking numbers
- Positive feedback from Children and Parents
- Repeat bookings

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.