

JOB DESCRIPTION

LEARNING OFFICER (COLLEGE LAKE)

Hours of work: 14 hours a week, over two days (not Mondays) April – September

Type of contract: Fixed-term

Based at: College Lake Environmental Education Centre, Tring.

Croner Rank: 6

BACKGROUND

BOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

Job Purpose

To plan, manage and deliver inspiring education programmes and events at College Lake education centre from arrival to departure

Reporting Line

Reports directly to Senior Learning Officer (Bucks)

Employee Management

This post has no line reports.

Budgetary Responsibilities

This post has no budgetary responsibilities.

Key Responsibilities

- Plan, manage and deliver inspiring education programmes throughout the process up to and including departure from the activity or event
- To develop, and support the delivery of, educationally themed events and activities at College Lake
- To support Learning team volunteers
- To assist with general administrative tasks
- Assist with upkeep of education resources as required
- Support in the nurturing of BOWT's relationship with schools
- To ensure that all health and safety obligations are met in all aspects of the role in particular, to ensure implementation of Child Welfare and Safety Code of Practice
- Ability and willingness to demonstrate the BOWT 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 line manager, Director or Chief Executive

Person Specification

- In-depth understanding of appropriate learning and communication styles
- Ability to engage a wide range of audiences in varied settings to impart key concepts
- Able to effectively communicate curriculum-linked information to school aged learners, including Early Years and Primary
- An excellent knowledge of wildlife and habitats
- Able to work independently and take individual responsibility for sessions and communications
- Well-developed IT skills with a working knowledge and understanding of MS Office functions such as Word, Excel, Outlook
- Excellent planning and organisation skills
- Willingness to work occasional evenings and weekends
- Ability and willingness to demonstrate the BBOWT behaviours
- First aid qualification*

* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). The candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they meet the criteria. The training and assessments will take place within the probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests is likely to mean that the employment will be terminated.

Measurements of Success

- Positive feedback from schools and activity participants
- Successful delivery of education programmes
- Clear communication
- Amount of supervision required
- Completion of tasks on schedule and to expected standards

This post will be DBS checked at enhanced level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT's policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.