

Job Description

Casual Learning Officer

Hours of work: Variable hours per week

Type of contract: Casual, zero hours

Based at: Nature Discovery Centre

Croner rank: 6

Job Purpose

- Manage and deliver inspiring education programmes at the Nature Discovery Centre from arrival to departure, particularly school visits

Reporting Line

The post holder reports to the Senior Learning Officer.

Line Management

This post has no line reports.

Key Responsibilities

- Delivering inspiring education programmes through sessions delivered on our sites to school groups
- Manage education visits or activities including arrival and departure of school groups, volunteers and associated general administrative tasks
- To liaise closely with colleagues to ensure the smooth-running of the visitor centre
- Set up and clear away education equipment for sessions
- Support in the nurturing of BBOWT's relationship with schools
- To undertake training agreed with line manager
- 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 in particular, to ensure implementation of Child Welfare and Safety Code of Practice
- Any other duties as delegated by the Chief Executive

Person Specification

- In-depth skills and ability to deliver educational activities to Early Years or curriculum-linked sessions to Primary-aged children
- An excellent knowledge of wildlife and habitats
- Skills and professionalism required to deliver outdoor, environmental education activities
- Able to work independently and take individual responsibility for sessions and communications
- Dynamic and confident manner
- *First aid qualification (must be completed within six months of being appointed in post)

Measurements Of Success

- Positive feedback from schools
- Successful delivery of education programmes
- Clear communication
- Amount of supervision required

- Completion of tasks on schedule and to agreed standards and effective management of time when working alone

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.