20/12/21

**We are the county’s leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help. Together we can protect the future. Join us!**

Hello and thank you for your interest in the post of Wilder Learning Officer based at Langdon or Hanningfield Nature Discovery Centre with travel to other Essex Wildlife Trust sites and locations. Please find details of the post within this pack.

The role is permanent and full time for 37.5 hours per week. It will be five days a week including one weekend day. The salary for this post is £23,429 per annum rising to £23,929 on completion of a six-month probation. Please find enclosed with this letter the job description for the Wilder Learning Officer post.

Essex Wildlife Trust is the county’s leading conservation charity.  We have more than 37,000 members, manage and protect over 8,400 acres of land on 87 nature reserves and 2 nature parks and run 11 visitor centres.  The aim of Essex Wildlife Trust is to Protect Wildlife for the Future and for the People of Essex.  It is supported financially by members, local businesses and grant making organisations.  It is one of the largest of the 47 county wildlife trusts that work together throughout the British Isles as The Wildlife Trusts.

We are looking to recruit a new full time Wilder Learning Officer to join our team to plan, promote and deliver educational events and activities to deliver out at schools and other settings; support education officers based at centres during busy times and to plan, deliver and arrange cover for birthday parties, weekend and school holiday events at Essex Wildlife Trust Sites. We work with school groups ranging from EYFS to A level to learn about a wide range local wildlife and nature. We offer Forest School sessions, assemblies, and outreach visits to schools. We also run events, weekly preschool groups, home education sessions and birthday parties to provide exciting opportunities for people of all ages from a variety of backgrounds to engage with their local wildlife, foster a deeper connection with nature and learn more about conservation, sustainability and the environment.

The Wilder Learning team is innovative, creative, inclusive and high performing; we all work flexibly and collaborate to support each other. We are an engaging group of individuals, curious, questioning, explorative; we love to introduce innovations and new ways of working and seek solutions. We are communicators and like to talk, share, and engage.

I really hope this role interests you and you’d like to join our team and play an integral role in furthering the aims of Essex Wildlife Trust. To apply, please complete the application form giving clear examples why you feel you are suited to the role. Please send this to jobs@essexwt.org.uk by Wednesday 19th January 2022 at 9am. Please title your application document with your full name.

Interviews will be held on Thursday 27th January at our Hanningfield Nature Discovery Centre or Teams if there are Covid restrictions.

For further information or an informal chat about the role please email education@essexwt.org.uk

Thank you for your interest in this role. I look forward to receiving your application. We respond to all applicants so you will hear from us within a week of the closing date.

Yours faithfully,

Laura Harvey

Wilder Learning Manager

**Job Description**

**Job title:** Wilder LearningOfficer

**Salary:** £23,429 per annum rising to £23,929 after probation

**Location:** Hanningfield Reservoir and Langdon plus other sites in central Essex

**Reports to:** Wilder Learning Lead

**Job purpose**

This key role in the Wilder Learning Team is responsible for delivering wildlife and nature-based programmes to a diverse range of audiences in order to foster a deeper connection with the natural world and promote the work of Essex Wildlife Trust.

You will work in collaboration with colleagues across the Trust in a dynamic, inclusive, and inspiring environment. You will have highly developed organisational and interpersonal skills, experience of leading groups in education-related activities, and an infectious enthusiasm for our work. You share our passionate for widening access to nature.

This role provides an exciting career opportunity for someone who is passionate about making a real difference to wildlife and people, joining a team that is the go-to organisation in Essex for formal and informal outdoor learning, and helping to build our profile as the largest provider of county-based outdoor education in the UK.

**Key tasks**

1. Plan and deliver activities for the Trust’s Wilder Learning provision, including Nature Babies, Nature Tots, the Wilder Schools Programme, Forest School, after school clubs, birthday parties, weekend and school holiday activities for children and families, and the Wild Living Programme.
2. Develop strong links with local schools and community groups to promote the Trust to the local community, promoting Essex Wildlife Trust as the go-to organisation for high-quality outdoor learning experiences.
3. Ensure that budgets are maintained and managed, and income and delivery targets are met or exceeded.
4. Ensure that provision is developed across all age groups, targeted according to the Trust’s priority audiences, with ‘Wildlife for all’ at the heart of delivery.
5. Ensure that all activities run in accordance with the appropriate policies, procedures, and practices, ensuring that all activities are risk assessed and health and safety compliant, demonstrating the highest levels of professionalism.
6. Carry out any necessary administrative aspects of operations, including managing resources and general housekeeping.
7. At all times be a reflective practitioner, evaluating your work in the spirit of continuous improvement, ensuring that the needs of participants and partners are met or exceeded.
8. Demonstrate and develop skills, attitudes, and behaviours in line with the Trust’s Competencies Framework.
9. Continue to develop as an expert in outdoor education and nature connectedness, building action and impact into everything you do.
10. Support the development and delivery of programmes across all age groups, targeted according to the Trust’s priority audiences, with ‘Wildlife for all’ at the heart of delivery.
11. As appropriate, lead on projects within the Trust’s growing portfolio of county-wide education-focused engagement projects.
12. Work collaboratively and build strong relationships with colleagues across the Trust to create maximum impact across all areas.
13. Work effectively with colleagues across the Trust and demonstrate the values of being Inspiring, Collaborative, United and Professional.
14. Work closely with colleagues and counterparts across the Wildlife Trusts movement, sharing ideas and best practice, in the spirit of cooperation and continual improvement to create maximum impact across all areas.
15. Promote and protect the Essex Wildlife Trust brand.
16. Undertake any other duties assigned by the Wilder Learning Manager that are deemed to be within the scope of the role and the contract of employment.

**Person specification**

1. Has experience in wildlife conservation, environmental science, and/or horticulture.
2. Has experience of formal and informal education.
3. Has a Level 3 Forest School qualification

1. Has highly developed problem-solving and analytical skills.
2. Has a high level of proficiency with the Microsoft Office suite.
3. Can collaborate with other teams and departments to deliver greater impact.
4. Follows current affairs, particularly in the environmental and education sectors.
5. Is flexible and willing to support out-of-hours demands as and when required.
6. Has the ability to work under pressure.
7. Has experience of developing successful programmes of education delivery.
8. Can demonstrate excellent verbal and written communication skills.
9. Has excellent attention to detail.
10. Possesses good organisational skills and the ability to handle multiple projects.
11. Is proactive and enthusiastic.

**Additional information**

* The role entails some evening and weekend working.
* The role requires an interest in working for a charity that is determined to protect wildlife and inspire a lifelong love of nature.
* The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
* The role is based at Hanningfield Reservoir and Langdon, Essex, but requires regular travel across the county and beyond to other sites. Mileage is paid for extra travel.