

# Essex Wildlife Trust

## Job Description and Person Specification



**Job title:** Casual Wilder Learning Officer

**Location:** Abbots Hall or Belfairs Nature Discovery Centre with delivery across North or South Essex

**Reports to:** Education and Community Engagement Manager

### Job Purpose

This role in the Education and Community Engagement Team is responsible for delivering learning programmes to a diverse range of audiences, in particular our informal learning programme. This includes, but is not limited to, birthday parties, family activities and holiday club. Through their delivery, the role holder will play an important part in promoting the work of Essex Wildlife Trust.

Based at either Abbots Hall or Belfairs Nature Discovery Centre, this role will involve supporting delivery across our sites in either North or South Essex principally at weekends and during school holidays.

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 outdoor education-related activities, and an infectious enthusiasm for our work. You will share our passion for widening access to nature through learning and engagement.

This role provides an exciting opportunity for someone who is passionate about making a difference to wildlife and people, helping to build our profile as one of the largest providers of county-based outdoor education in the UK.

### Key Tasks

- Deliver and promote an informal learning programme for groups of all ages, including but not limited to birthday parties and weekend and school holiday activities for children and families
- Work collaboratively with the Education and Community Engagement Team, Nature Discovery Centre Teams and other colleagues across Essex Wildlife sites in North or South Essex
- Ensure budgets are maintained, and income and delivery targets are met or exceeded
- Ensure that all activities are 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
- Carry out any necessary administrative aspects of operations, including managing resources and equipment sustainably, and general housekeeping
- Develop strong links with local communities to promote the Trust as the go-to organisation for high-quality outdoor learning experiences
- 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
- Demonstrate and develop skills, attitudes, and behaviours in line with the Trust's Competency Framework.

- Continue to develop as an expert in outdoor education and nature connectedness, building action and impact into everything you do
- Promote and protect the Essex Wildlife Trust brand
- Undertake any other duties assigned by the Education and Community Engagement Manager (North or South Essex) that are deemed to be within the scope of the role and the contract of employment

#### **Person Specification**

- Experience in delivering informal education activities for children and families preferably outdoors
- Ability to engage positively with a diverse range of audiences
- Can demonstrate problem-solving skills
- High level of proficiency with the Microsoft Office suite
- Can collaborate with other teams and departments to deliver greater impact
- Flexible and willing to support out-of-hours demands as and when required
- Works well under pressure
- Can demonstrate excellent verbal and written communication skills
- Excellent attention to detail
- Strong organisational skills
- Proactive and enthusiastic

#### **Additional information**

- The role entails working at weekends and during school holidays including some Bank Holidays
- The role requires the ability to drive, including a full driving licence and use of a vehicle
- The role is based at either Abbots Hall or Belfairs Nature Discovery Centre and will require travel across our sites in North or South Essex, with mileage paid for additional travel
- The postholder has a responsibility to safeguard and promote the wellbeing of children and young people
- The postholder is committed to health and safety in the workplace and takes personal responsibility for their own health and safety at work
- This role requires an interest in working for a charity that is committed to bringing people and nature closer together

#### **Disability Confident Statement**

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

#### **Armed Forces Covenant**

We are proud to be an employer that supports the Armed Forces Covenant and are committed to supporting those who serve or have served in the Armed Forces, and their families. As part of this commitment, Armed Forces veterans who meet the minimum criteria for an advertised role will be guaranteed an interview.

**Disclosure and Barring Service**

Essex 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 a Disclosure and Barring Service check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_