

# Essex Wildlife Trust

## Job Description & Person Specification



**Job title:** Education and Community Engagement Officer

**Location:** Belfairs Nature Discovery Centre

**Reports to:** Education and Community Engagement Manager  
(South Essex)

### Job Purpose

This key role in the Wilder Learning Team is primarily a face-to-face delivery role, responsible for delivering formal and informal nature-based learning programmes to a diverse range of audiences to promote the work of Essex Wildlife Trust. This includes our popular schools programme and our holiday activity sessions. Whilst being based at Belfairs, this role will support delivery across all of our sites in South Essex.

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 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 a programme of curriculum-based learning days and sessions for school groups of all ages, including KS4 and KS5
- Deliver the Trusts programme of informal learning for all ages, including but not limited to Nature Tots and Babies, birthday parties, weekend and school holiday activities for children and families, and adult courses.
- Deliver outdoor learning sessions as outreach at school sites or in community-based spaces.
- Work collaboratively across Essex Wildlife Trust sites to deliver both formal and informal learning sessions supporting colleagues according to the needs of the business.
- Develop strong working relationships with local schools and community groups.
- Create promotional material to promote the Trust to the local community, promoting Essex Wildlife Trust as the go-to organisation for high-quality outdoor learning experiences.
- Ensure that budgets are monitored accurately and income targets are met or exceeded.
- Ensure that all activities run in accordance with the appropriate policies and procedures, carrying out risk assessments and ensuring health and safety compliancy.
- Carry out any necessary administrative aspects of operations, including managing resources and general housekeeping.
- At all times be a reflective practitioner, evaluating your work to ensuring high standards that meet or exceed the needs of our audiences.
- Demonstrate and develop skills, attitudes, and behaviours in line with the Trust's Competencies Framework.
- Continue to develop as an expert in outdoor education and nature connectedness, building action and impact into everything you do.
- As appropriate, lead on projects within the Trust's growing portfolio of county-wide education-focused engagement projects.

- Work effectively with colleagues across the Trust and demonstrate the values of being Inspiring, Collaborative, United and Proactive.
- Promote and protect the Essex Wildlife Trust brand.
- 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**

### **Knowledge and Skills**

- Experience in wildlife conservation, environmental science, and/or horticulture.
- Experience of delivering formal and informal education.
- Experience of developing successful events and activities programmes.
- Can create relevant and inspiring learning resources and activities.
- Experience creating and effectively implementing promotional material.
- Can demonstrate effective problem-solving with excellent attention to detail.
- High level of proficiency with the Microsoft Office suite.
- Can collaborate with other teams and departments to deliver greater impact.
- Engaged with current affairs, particularly in the environmental and education sectors.
- 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.
- Strong organisational skills and the ability to handle multiple projects.
- Proactive and enthusiastic.
- Holds a Level 3 Forest School qualification (desirable)

### **Additional information**

- The role entails some evening and weekend working including Bank Holidays.
- The role requires an interest in working for a charity that is committed to protecting wildlife for the future and for the people of Essex.
- 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 Belfair's but may require regular travel across the county and beyond, with mileage paid for additional travel.
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.
- The post holder is committed to health and safety in the workplace and takes personal responsibility for own health and safety at work.

### **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: \_\_\_\_\_