**Education and Wellbeing Officer – Youth Education and Wellbeing Team**

**Job Description and Person Specification**

**Reports to:** Youth Education and Wellbeing Team Leader

**Contract:** Variable Hours

**Hours:** Variable

**Based at:** Elm Tree Court, Devizes or nearest office to home location with travel to various sites

**JOB PURPOSE**

To make a major contribution to the delivery of the Trust’s Strategic Plan by helping to develop, deliver and evaluate a programme of nature based learning and education with young people. To deliver education and wellbeing provision for schools, small groups and individuals throughout Wiltshire.

**DIMENSIONS**

The post holder will report to the YEW Team Leader. There are no associated line management or budgetary responsibilities.

**MAIN DUTIES AND RESPONSIBILITIES**

- Plan, deliver and evaluate a range of nature based programmes and educational activities for schools.

- Plan, deliver and evaluate Forest School alternative education provision for small groups and individual children and young people, often with a range of complex needs.

- Plan, deliver and evaluate a range of programmes and activities to meet wider Trust needs e.g. family days at reserves or Forest School holiday provision.

- Undertake evaluation processes to measure and monitor children and young people’s progress with the sessions you deliver.

- Oversee support staff and other staff or volunteers supporting children and activities for the sessions you are leading.

- Develop new and innovative ways to engage children and young people in the natural environment and share practice with the wider YEW team.

- Plan, lead and/or support a range of training for adults, such as school staff or other project workers. This could include Forest School introductory training, LiNE/LOtC sessions or Forest School skills share activities and taster days.

**Other**

**-** Maintain an understanding and commitment to the delivery of the Trust’s Strategic Plan.

- Comply fully with the Trust’s policies and procedures as detailed in the Staff Manual. `

- Comply fully with the Trust’s Health and Safety policies and procedures – taking a lead role on risk assessment and health and safety practice for all sessions you lead.

- Attend team meetings, staff conferences and briefings as required.

- Carry out any other duties as may be reasonably requested.

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

The YEW Team has grown in recent years due to the success of the Forest School and education programmes being offered by Wiltshire Wildlife Trust. This post supports the Trust’s aim of helping people to live more sustainably and engage with the benefits of the natural world.

Wiltshire Wildlife Trust is a national leader in the use of green prescription and Forest School techniques to support children, young people and adults with a range of needs and abilities. This role will continue to develop and progress this work. The role will be responsible for managing the agreed work programme within agreed budgets and timescales and will play an important part in generating income from both grant based and commercial educational activities which will form part of the budget. The role will also work with the wider education and community engagement projects.

**WORKING RELATIONSHIPS**

The Education and Wellbeing Officer will work closely with other members of the YEW Team, including Team Leaders and Education Support Workers. The role will also need to engage with conservation staff and volunteers who manage and support nature reserves where Forest School and education activities take place.

In addition, the post holder will develop working relationships with education providers and other partners who work with children and young people throughout Wiltshire. It may also be required to engage with funders who have supported a specific piece of work you or your team have delivered.

**KEY CHALLENGES**

Key challenges associated with the role will include managing delivery over a number of sites and ensuring good quality risk assessments are completed for both sites and activities undertaken. Communicating with schools, parents and other referrers can be challenging but is a key part of the post and support is offered by the YEW Manager and Team Leaders to support this.

**SCOPE FOR IMPACT**

There is scope to build and develop relationships with both schools and the Special Educational Needs Team within Wiltshire Council and undertake a range of work to support both mainstream education workshops and activities, as well as alternative education delivery based on the principles of Forest School.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| **Education,****Qualifications,****Training** | * Educated to degree level standard or equivalent.
* Level 3 Forest School qualification.
* Emergency First aid certificate
 | * 16 hour Outdoor First Aid Certificate
* Teaching qualification
* Qualified to drive a mini bus
* Team Teach trained
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| **Knowledge and experience** | * A minimum of two years’ experience working with children and young people with complex needs
* Extensive experience organising and delivering nature based and Forest School activities for children and young people
* Knowledge of relevant Health and Safety requirements and undertaking risk assessments
* Knowledge and experience of evaluation methods for nature based activities and projects
* Knowledge and understanding of the principles and benefits of LiNE/LOtC and Forest School
* An understanding of and commitment to the importance of safeguarding
 | * Experience of working for a conservation or environmental organisation
* Experience of partnership working
* Experience of working with and co-ordinating volunteers
* Experience of developing school grounds for outdoor learning
* Experience of delivering conservation tasks with a variety of groups and ages such as woodland management
* Experience of education programme development in partnership with schools and other organisations
* Knowledge and experience of working with schools within the National Curriculum framework
* Broad knowledge and experience of applying safeguarding principles and best practice
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| **Professional skills** | * Ability to motivate and enthuse children and young people about the natural environment
* Excellent verbal and written communication skills for a wide range of audiences
* Ability to foster, develop and maintain strong and effective partnerships and working relationships
* Ability to plan, prioritise, organise and manage time effectively
* Effective team worker and ability to work independently
* Competent Microsoft Office software user
 | * Experience of marketing new education programmes and packages to schools
* Ability to collate, interpret and disseminate a wide range of information in various formats, including reports to funders, statistical and budgetary information
* Ability to engage publicly through a variety of media forms, including social media, website, radio interviews and press releases
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| **Personal Attributes** | * Positive outlook with a ‘can do’ approach
* Trustworthy, reliable and approachable character
* Commitment to the wider aims and objectives of Wiltshire Wildlife Trust
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| **Additional requirements** | * Ability to work outside in all weathers in what can be a physically and emotionally challenging outdoor environment.
* The nature of the role requires travelling to various sites across the county and therefore access to a vehicle which is insured for business use is required. A valid full UK driving licence is required.
* The role requires some weekend and evening work
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Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

*THE REHABILITATION OF OFFENDERS ACT*

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job.

**YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS.**

**This role involves engaging in regulated activity with children, thus if the applicant is barred from engaging in this activity it is an offence for them to apply.**

If successful, you will be required to apply for a Disclosure and Barring Check from the Disclosure & Barring Service. The level of check required for this job is an Enhanced Disclosure for children.

A copy of our Policy Statement and Code of Practice is available on request.