SURREY WILDLIFE TRUST

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| J O B PROFILE |

1. **IDENTIFICATION OF JOB**

**JOB TITLE** Team Wilder Engagement Officer

**FUNCTION** Education and Engagement

**RESPONSIBLE TO** Outdoor Learning Manager

## RESPONSIBLE FOR Volunteers

**2. OVERALL PURPOSE OF JOB**

This is an exciting and incredibly varied post created to forward the aims of the Surrey Wildlife Trust to engage and inspire people to take action for nature in schools, gardens and green spaces across Surrey.

The post holder will not only work in school community spaces but will help us deliver services from our Community Nature Hubs where schools, families and communities come to connect with and learn about nature and how to help it.

1. **MAIN RESPONSIBILITIES**
2. Work independently at Project Schools delivering a broad programme to encourage a range of outcomes including: action for nature within school grounds, engaging learning opportunities for children in their grounds, and development of an outdoor learning programme for teachers.
3. Lead and assist with formal and informal school visits for children 4-19 years at Nower Wood and Bay Pond Educational Nature Reserves including Forest Schools,
4. To work across departments to establish a diverse, inclusive Youth Council (18-30 year olds) and assist this Council in delivering events and projects for young people;
5. Work alongside the marketing department in the production of promotional material - both online and printed.
6. Undertake a wide range of engagement work based at the Trust’s Community Nature Hubs at Nower Wood and Bay Pond and, on occasion, elsewhere in the county.
7. Lead informal activities for uniformed groups, open days, members’ days, and family events throughout the year.
8. Liaise with teachers, the general public and education volunteers as required.
9. Assist with the booking administration of schools’ and other groups’ visits and manage data responsibly in accordance with GDPR.
10. To act as a first aider for staff and volunteers.
11. Undertake general maintenance work around the centres when needed, including cleaning tasks, waste disposal, recycling and site security, shared with other staff.

J O B S P E C I F I C A T I O N

*Bay Pond and Nower Wood Educational Nature Reserves*

The employment commences on **1st January** 2022 and is a full-time post with a starting salary in the range £25-26,000 per annum. The normal working week will be Monday to Friday 8:30-4:00 but both evening and weekend work is expected from time to time throughout the year to assist with SWT events and open days as well as community work. You will be based between Nower Wood in Leatherhead and Bay Pond in Godstone but will also be expected to travel across the county to work at project schools and attend meetings. SWT operates a flexible and hybrid working policy which allows for home and office working.

You will be entitled to 22 days holiday pa with 3 extra days at Christmas.

P E R S O N S P E C I F I C A T I O N

**EXPERIENCE**

* One or more years’ teaching experience within schools, outdoor education or other relevant settings
* Developing and delivering out of classroom learning for young people including experience of working with secondary school students
* Promoting awareness of and engaging children with their natural heritage
* Working with people with a wide range of abilities and needs
* Producing educational interpretation materials, including digital resources
* Liaising with local community groups and other organisations as appropriate
* Experience of managing volunteers or developing and delivering training would be an advantage
* Working with young people on environmental projects

**KNOWLEDGE**

* Degree/HND/NVQ in environment/conservation or teaching qualification or relevant equivalent experience
* Strong understanding of and interest in UK wildlife and habitats
* Forest School (preferably L3 qualification)
* Understanding of the school system and the National Curriculum
* Health & Safety legislation and implementation
* Safeguarding

**SKILLS**

* Excellent verbal and written communication skills.
* Ability to produce online content including websites & effective use of social media
* Proactive with the ability to work on own initiative, independently and as part of a team
* Ability to organise personal work programmes and meet deadlines
* First Aid qualification desirable
* Strong IT skills essential – knowledge of developing web content, hosting webinars, online surveys etc desirable
* Full driving licence and access to a vehicle

**PERSONAL QUALITIES**

* Enthusiastic with an ability to inspire others
* Dedicated, adaptable and flexible to your approach to work
* Imaginative, inventive and able to turn ideas into action
* The ability to deal with a wide variety of people in a friendly and professional manner
* Ability to work under pressure and to deadlines
* **This post is subject to checking by the DBS at the enhanced level**