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| J O B PROFILE |

1. **IDENTIFICATION OF JOB**

**JOB TITLE** Team Wilder Engagement officer (youth focus)

**FUNCTION** Education and Engagement

**RESPONSIBLE TO** Outdoor Learning Manager

## RESPONSIBLE FOR Volunteers in the Youth Action Committee

**2. OVERALL PURPOSE OF JOB**

This is an exciting and incredibly varied full time opportunity working to forward the aims of the Surrey Wildlife Trust. The team aims to engage and inspire people to take action for nature in schools, gardens and community green spaces across Surrey and help deliver our mission of 30% of land restored for nature by 2030.

The focus of the role will be working with schools across the county, enhancing natural spaces in school grounds, empowering children and inspiring the wider community to take action. Through our work we will also enable teachers to take more learning outside. The role also includes delivery of services from our Educational nature reserve at Nower Wood in Leatherhead where schools, families and communities come to connect with and learn about nature and how to help it. Activities there will range from delivering curriculum linked sessions to schools, running holiday clubs and family events. **This post is also looking for someone keen to help connect with our youth audience through coordinating the Youth Action Committee, a group of passionate 16-30 year olds who meet regularly and deliver events targeted at this age group.**

1. **MAIN RESPONSIBILITIES**
2. Work independently at Project Schools delivering a broad programme to encourage a range of outcomes including: nature connection, habitat improvement and outdoor learning.
3. Liaise with teachers, the general public and education volunteers as required.
4. Test and develop innovative ways to engage the wider school community and other community groups within the project area in our mission to restore nature
5. Coordinate the Youth Action Committee – assisting with newsletters, attending monthly meetings and acting as a link between them and the wider trust
6. Lead and assist formal and informal school visits for children 4-19 years at Nower Wood and at other Nature Reserves, in particular there will be a focus on working with people 11+ including our Youth Action Committee
7. Undertake a wide range of engagement work, some of which will be at weekends and evenings based at the Trust’s educational nature reserve, Nower Wood but also at other venues across the county
8. Assist with the booking administration of schools’ and other groups’ visits and manage data responsibly in accordance with GDPR.
9. Act as a first aider for staff, visitors and volunteers.
10. Share in general upkeep of the education centre including cleaning tasks, waste disposal, recycling and site security.

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

**EXPERIENCE**

* One or more years’ experience working with young people and/or communities or delivering environmental projects or outdoor education
* Developing and delivering out of classroom learning for young people
* Promoting awareness of and engaging people of all ages with their natural heritage
* Working with people with a wide range of abilities and needs
* Producing educational interpretation materials, including digital resources
* Experience of managing volunteers or developing and delivering training would be an advantage

**KNOWLEDGE**

* Strong understanding of and interest in UK wildlife and habitats
* Higher level qualification or experience in the environment / conservation and/ or a teaching qualification
* Understanding of the school system and the National Curriculum
* Health & Safety legislation and implementation
* Safeguarding

**SKILLS**

* Excellent verbal and written communication skills with an ability to deliver to different age groups.
* Ability to produce online content including websites & effective use of social media
* Proactive, able to work on own initiative both independently and as part of a team
* Ability to organise personal work programmes and meet deadlines
* Practical experience of enhancing small spaces for nature
* First Aid qualification desirable
* Strong IT skills essential – the role is diverse and includes use of spreadsheets and Geographical information systems
* Full driving licence and access to a vehicle is essential

**PERSONAL QUALITIES**

* Enthusiastic with an ability to inspire others
* Strong organisational skills
* 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**