



Job Description

Environmental Education Tutor

Location of job:	Earth Trust Office, Little Wittenham, OX14 4QZ
Hours:	Permanent: 35 hours per week for 11 months (excluding August) - flexible and weekend working required as and when
Reports to:	Environmental Education Manager
Key relationships:	Schools, pupils, teachers Member of the Environmental Education team, Volunteers, Earth Trust staff

As an environmental learning charity we have a broad and exciting range of educational engagement opportunities for school groups as well as the public to get involved at the Earth Trust. We are in the process of a transformative project to redesign access and facilities at our site and expand our engagement work.

We have an exciting and inspiring strategy as an organisation which puts access to greenspaces at the heart of what we do. This is complemented by a new Environmental Education strategy which aims to transform our education offer and sets out our ambition to become a leader in Environmental Education. We are a small team but have passion and energy to achieve our goals, this role will be fundamental to that success.

Main purpose:

As a key member of the Environmental Education team, you will be expected to take part in all areas of our work, including school visits and community engagement sessions. We are currently undertaking a period of exciting development as a team to bring more STEM/STEAM focused learning into our offer to schools and settings. This role will be crucial to that development through the skills you will bring, adding to our multidisciplinary team. You will have the opportunity to make a real difference to our educational offer and the impact we have on children and young people's understanding of the natural environment and their place within it.

This role has specific responsibility for the coordination of one of our main education programmes the Countryside Skills project. The Countryside Skills project is an OCN (open College Network) accredited GCSE equivalent course. We currently work with five secondary and SEN schools. The course is delivered every week throughout term time to students over one or two years. You will be responsible for the administration of the course and ensuring the consistent delivery of all modules of the course, these include: personal development, H&S, animal husbandry, leisure & recreation, and habitat management.

You will have challenging targets to increase school numbers and reach out to more students, as we look at how we can diversify our offer to new audiences, especially with regard to Countryside Skills and STEM/STEAM. You will need to be flexible and adaptive in your approach to delivery and have a passion for engaging children and young people in the environment.

Main Duties:

- Responsibility for the administration, coordination, and delivery of the Countryside Skills programme, including planning weekly, termly and yearly programme of activities and assessment
 - Coordinate the completion of workbooks at appropriate levels for each student, moderation of work and obtaining certificates for completion of the course
 - Ensure all activities are delivered in a safe and appropriate way.
 - Ensure effective evaluation processes are in place, including lesson plans, record keeping and report writing.
 - Work with the Head of Environmental Education and Environmental Education Manager to develop the future Countryside Skills project to increase the profile of the project, the number of schools and young people taking part, and related increase in income
- Working with the Environmental Education Manager to develop our STEM/STEAM focused workshops in line with the Environmental Education Strategy
- Delivery of Earth School and community engagement workshops
- Maintain good relationships with schools, parents and other stakeholders through regular liaison. Ensuring that excellent customer service is at the core of all interactions, from initial contact, through to delivery of sessions
- To assist the Fundraising Team to apply for any necessary grant funding
- To assist the Communications Team with targeted marketing and communication of the achievements of the team
- Work according to Earth Trust policies and procedures, especially those relating to Health and Safety. Ensuring that all workshops are staffed and staff have the correct amount of training to deliver safe and engaging activities.
- A flexible approach to working, including working at weekends and out of hours at times.
- To support the Earth Trust and its mission in all job-related dealings and working relationships
- To carry out any other relevant tasks which the team may from time to time require

Person Specification

The post holder will be enthusiastic, and passionate about inspiring students and engaging them with the environment.

	Essential	Desirable
Experience	<ul style="list-style-type: none">○ Minimum 1 year experience of delivering outdoor learning experiences○ Experience of working and engaging with disengaged and challenging young people○ Experience of land based practical skills such as tool use with groups, land management and horticulture○ Experience working with young people with a broad range of disabilities, including SLD, PMLD, ASD)○ Experience of delivering STEM subjects in the outdoors○ Have an understanding of Health and Safety in an outdoor environment, and writing/working to risk assessments	<ul style="list-style-type: none">○ Experience of working with volunteers/trainees.○ Experience of managing a budget○ Experience of collaborating with professional organisations

Knowledge and qualifications	<ul style="list-style-type: none"> ○ A degree or equivalent qualification in a related subject ○ Have knowledge of the natural environment and the countryside ○ Awareness and understanding of sustainability and environmental issues ○ Knowledge of the UK National Curriculum and how this translates to outdoor learning. ○ IT competency ○ DBS checked (the successful candidate will be required to complete a DBS check if not already obtained) 	<ul style="list-style-type: none"> ○ A full driving licence ○ Safeguarding certificate ○ Current First aid certificate ○ Outdoor learning certificate e.g. Forest School or equivalent. ○ STEM/STEAM qualifications
Skills and attributes	<ul style="list-style-type: none"> ○ Enthusiastic and highly motivated individual ○ The ability to work in an efficient and organised manner, and to plan time effectively ○ A flexible, patient and adaptive way of working ○ The ability to engage and communicate effectively with a widely aged audience including students and teachers ○ The ability to work to a set of policies and standards, especially relating to health and safety ○ Creative ability to develop new learning initiatives for schools ○ Ability to work independently as well as part of a wider diverse team. ○ Committed to and achieving high standards for all students ○ Flexibility to carry out occasional weekend and out of hours work ○ Able to access the Earth Trust site in Little Wittenham 	<ul style="list-style-type: none"> ○ Non-verbal communication methods e.g. PECS, Makaton, BSL

Benefits

We offer an excellent opportunity to use all your skills in a small, busy and ambitious team and organisation. The Earth Trust's eco-built offices are set in breathtaking countryside, just south of Oxford.

Further Information

Please visit our website www.earthtrust.org.uk or contact Jenny Creese (Head of Environmental Education) or Emmeline Smith (Environmental Education Manager) on 01865 407792 or learning@earthtrust.org.uk