**JOB TITLE: Education Development Officer**

**BASED:** At The Living Rainforest centre in near Newbury in Berkshire

**TERMS:** Fix term contract initially for two years, 40 hours per week, 28 including Public Holidays. Also requires regular Duty Manager duties which involves working one weekend in four.

**REPORTING TO:** The Operations Manager

**RESPONSIBLE FOR:** 1 Assistant Education Officer, Educational Intern, Staff and Education volunteers

**LIAISON WITH:** Zoological Staff, Horticultural Staff, Senior Managers, Schools, and relevant contractors

**JOB PURPOSE:** To manage the Living Rainforest education programme, under the direction of the Operations Manager and assist in the further development of the Trust for Sustainable Living Education platform.

**STRATEGIC OBJECTIVES:**

1. Manage a small dynamic team of Educational Tour Guides, Education Administrators and volunteers, plus casual outreach tutors and Informal Education contractors (when required)

2. Ensure that the planning, development and delivery of our environmental and sustainability education sessions to schools, community events, special projects and learning resources are of the highest standard

3. Develop new cross curricular sessions, to include arts, culture and wellbeing, with the support of the team

4. Build strong, long term and productive relationships with schools and education sector organisations.

5. Ensure that the educational offering is continually developed to meet current curriculum requirements in the full range of subjects and to continue to develop and upgrade the existing courses and tours with the production of exciting, innovative material

6. With the support of the Education team, continue to plan and develop creative, engaging learning sessions related to environmental and sustainability education.

**MANAGEMENT**

Line manage a small team (1 Assistant Education Officer, 12 Tour Guides, 1 Education Intern and 4 volunteers). Responsible for completion of monthly staff rotas and ensuring individual workloads, objectives and training needs are met

Recruitment of new Tour Guides and the coordination of casual outreach tutors along with overseeing informal education contractors

Manage programme resources, ensuring educational equipment is maintained and/or replaced when necessary

Work with the Operations Manager to ensure that all education related policies and procedures are up to date, taking the role of Designated Safeguarding Officer for the organisation

Produce all education-related Risk Assessments with the support of the Operations Manager

Keep departmental expenditure records up to date in line with the annual budget

Oversee schools bookings ensuring a high standard of communication throughout

Work with the Operations Manager on marketing plans to engage existing and new audiences

Keep up to date with developments or changes to the relevant National and International Curricula and plan any programme amendments accordingly

Carry out guided tours and additional presentations or workshops when required

**Planning, delivery and evaluation**

Develop and deliver sessions with a focus on Key Stages 1,2 and 3 of The National Curriculum.

Develop further our work in secondary and tertiary education, as well as vocational learning.

Work with the Operations Manager and other Senior Managers to explore new initiatives to help diversify the programme and help generate income

Ensure feedback from visitors is captured and lessons are learned for future development

**Other**

Work with the Operations Manager to strengthen partnerships and develop new opportunities to enhance our programme and engage new audiences

Promote the highest professional standards, harmonious working relationships and the Centre’s vision and values

Represent the Living Rainforest & Trust for Sustainable Living at occasional meetings with other education providers across the Zoo, Botanic Garden, Science Centre and Eco-Attraction Communities

Actively engage in any other Living Rainforest & Trust for Sustainable Living activities as the need arises!

**Specifications**

Ideally suited to an environment and sustainability educationalist with a few years experience looking to take their next career step, or an enthusiastic and motivated graduate who is able to demonstrate the desired transferrable skills from their studies and previous roles.

Relevant Degree level qualification in an environmental, science or sustainability subject (e.g. Natural Sciences, Ecology, Zoology, Biology, Environmental Systems and Societies etc.)

**Essential Requirements**

Good interpersonal skills and the ability to work in a team

Strong planning and management skills able to organise, manage and motivate the education team

Ability to communicate effectively with professional colleagues, teachers and children

Ability to work on several projects simultaneously and meet tight deadlines

A self-motivated approach to work and a willingness to initiate new projects

Desire to learn and develop a career in environmental and sustainability education and be able to work unsupervised

Good understanding of natural history, conservation, ecology and sustainability

Willingness to work occasional evenings and weekends (on a one in 4 rota system) as part of the Duty Management team

Excellent written and verbal communication skills with a confident and professional manner

## Desirable requirements

## Teaching qualifications not essential but helpful

## Some classroom-based experience or tour guiding in a museum or similar institution helpful but not essential

## Some experience of staff management or supervision.

Excellent numeracy skills, computer literate with good operational knowledge of Microsoft Office package; familiar with IT technology

## Understanding of Health and Safety issues and prepared to do first aid training.

Passionate about engaging children and adults about the environment and sustainable practices

## Experience of working for a charitable institution helpful

Self-motivated, high-energy and pro-active with a ‘can do’ attitude

DBS check, Safeguarding and First Aid

Please send a cover letter and CV Human Resources.

Email: [finance@livingrainforest.org](mailto:finance@livingrainforest.org)

Post:

HR department

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