

Job Description – Wilder Learning Officer

Job Title: Wilder Learning Officer

Department: Communities

Reporting to: Wilder Learning Manager

Place of Work: The Keep, Brighton; travel to locations across Sussex will be required.

Salary: £29,330.00

Job Purpose

To enable Sussex Wildlife Trust to deliver effective action for wildlife in Sussex by delivering an inspiring education, training and engagement programme.

This job description is a reflection of the current position and may change.

Responsibilities

1. Co-ordinate, deliver and evaluate an inspiring Wilder Learning education and engagement programme, including formal and informal education, training, events and activities, to contribute to the strategic aims and income generation and inspire individuals of all ages to take action for wildlife
2. Be responsible for one or more of the following areas of work: Forest School Training, School outreach and school grounds improvement, Wild Beach Training and coastal engagement
3. Be responsible for public engagement and communication relating to education and engagement, including providing content for the Communications team, engaging with members and the public, attending and leading events and acting as an ambassador for the Trust.
4. Work with the Volunteer Coordinator to recruit, support and manage volunteers.
5. Contribute to the management of Wilder Learning budgets, ensuring that spending remains within agreed limits.
6. Ensure effective monitoring, evaluation and reporting on progress and performance of the Wilder Learning programme
7. Responsible for ensuring compliance with reporting and proactive management of Health & Safety when planning and delivering activities and events
8. Contribute to the generation of projects and funding bids that secure external income for the Wilder Learning programme and wider team.

9. Support the Communities team and colleagues as required
10. Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity
11. Comply with the requirements of Data Protection and GDPR
12. Have a flexible approach to working hours, working unsociable hours, evenings and weekends (and emergency cover), as part of an agreed rota may be required on occasion
13. Responsible for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of Health and Safety Regulations
14. Comply with the Trust's Policies and Procedures

The above list should not be regarded as exhaustive, from time to time staff may be required to carry out other such duties as determined by the Trust.

Key Relationships

Internal

1. Communities Team
2. Teams across the whole Trust
3. Volunteers

External

4. Educational institutions
5. National and local network groups

Experience	<i>Essential</i>	<i>Desirable</i>
Working with working with children and young people, teachers/educational professionals	✓	
Planning and delivering high quality, inspiring learning experiences for children and educators	✓	
Forming good, mutually beneficial relationships with a range of stakeholders, including school senior leadership teams	✓	
Monitoring and evaluating programmes of learning, engagement or community action		✓
Quality assurance and moderation of learning outcomes through marking and feedback practices	✓	
Volunteering or working with/managing volunteers		✓
Managing health and safety and an effective approach to event risk management	✓	
Working effectively within school environments, and understanding the demands of education settings		✓

Knowledge	<i>Essential</i>	<i>Desirable</i>
Understanding of the impact and benefits of outdoor learning	✓	

Demonstrable knowledge of local wildlife and conservation issues – terrestrial, marine or both	✓	
Sound understanding of Safeguarding best practice	✓	
Sound understanding of evaluation and monitoring practices		✓
Knowledge and understanding of SEND, including inclusive practice		✓
Knowledge of key methods used to inspire and engage a range of audiences, including through digital means	✓	
Current First Aid at Work certificate		✓
Level 3 Forest School and/or Wild Beach or equivalent		✓
Knowledge of school Climate Action Plans		✓
The National Curriculum and/ EYFS statutory framework and best practice		✓

Skills	<i>Essential</i>	<i>Desirable</i>
Confident with tool use and outdoor practical skills		✓
Excellent communication and presentation skills, being able to convey information clearly and concisely in all forms and across a range of media, to a range of audiences	✓	
The ability to plan and prioritise work and tasks to deadlines	✓	
Excellent IT, organisational and administrative skills, particularly use of Microsoft Office 365	✓	
Teaching, coaching or mentoring to a range of ages	✓	
Full UK drivers' licence	✓	

Personal Qualities	<i>Essential</i>	<i>Desirable</i>
A demonstrable personal commitment to taking effective action for wildlife	✓	
Having diversity and inclusion as core values	✓	
A self-disciplined approach to work and ability to work independently as needed	✓	
Ability to work collaboratively as part of a team and to support colleagues where appropriate	✓	
Imagination, resourcefulness, and diplomacy		✓
The ability to have challenging and constructive conversations		✓
Proactive problem solver	✓	
A growth mindset, with a commitment to continuous improvement; the ability to seek, reflect upon, and act on feedback to enhance personal and team performance.	✓	