



Job Title: Education Officer (Maternity Cover)

Reporting to: Events Manager

Current Location: The Elms, St Mary

Role Summary:

Based in our office at The Elms, this fixed term contract is for a period of 13 months starting on 1st August 2023.

The role will lead on the continued planning, management and delivery of an innovative environmental education programme during a period of maternity leave. The programme, which focuses on the work of the National Trust for Jersey (“The Trust”), is intended to inspire both adults and children to appreciate the value of conserving and permanently protecting our natural environment.

The role is sponsored by Jersey Electric Company, a long-term supporter of the Trust.

The post may require some out-of-hours work to accommodate operational requirements.

Key Responsibilities of the Role:

- Manage and oversee the delivery of the National Trust Education Programme, supported by the JEC, as attached.
- Plan and deliver a programme of lessons, workshops and activities linked to the Jersey Curriculum and with a climate change awareness focus to school groups throughout the year. Liaise with schools and individual teachers.
- Develop and deliver engaging opportunities, through visits and activities, for children, young adults and their families to explore, discover and understand the Trust’s and JEC’s key objectives. These will take place mostly during the school holidays but may include some bank holidays and weekends.

- Undertake sufficient personal research and on-the-job peer training to ensure that identification skills and knowledge are at an appropriate level to lead a range of activities with a climate change and biodiversity focus.
 - Write and co-ordinate design and publication of a variety of printed and online resources.
 - Prepare press releases and liaise with the media, to include radio and television interviews.
 - Maintain a good relationship with key supporters, ensuring that the programme is delivered and promoted in a timely and satisfactory manner for both parties.
 - Work as part of the National Trust team and contribute to the day-to-day running of the Trust.
 - Assume budget responsibility for the programme of activities.
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Key Requirements of the Role:

Knowledge:

- Awareness of current environmental issues, particularly surrounding climate change and biodiversity loss.
- Knowledge of National Curriculum objectives relating to environmental issues.
- Good knowledge of local flora and fauna preferable. Additional training can be given where necessary.
- Awareness of child welfare and safety issues.

Skills:

- Excellent communication skills (both written and spoken) particularly with children and young people as well as the local media.
- Imaginative approach to environmental education activities.
- Good administration skills and IT skills in all aspects of email, word processing and data.

Abilities:

- To have a good manner with children, young adults and their families.
- Good level of fitness to deliver outdoor activities in a variety of settings.

- To be able to confidently manage a group of children or young adults in a variety of settings.
- To be passionate about environmental issues including conservation, sustainability and climate change awareness and be enthusiastic about conveying this message to a wider audience.
- To work with enthusiasm and good humour under pressure.
- To work on own initiative and as part of a small team.
- Flexibility and willingness to work during school holidays, bank holidays and weekends, as well as out in the field in poor weather conditions.

Experience:

- Delivering educational activities
- Working with children
- Public speaking
- Working individually and as part of a team

Educational Achievements

- Educated to degree level in a relevant discipline OR
- A teaching qualification OR
- Relevant practical experience/training

Other

- Candidates must either be in possession of Advanced DBS Clearance or be prepared to undertake this process.

Contract Details

13 month fixed-term contract, based on 35 hours per week.

21 days holiday, to be taken outside of school holidays

Working hours to be flexible, with time in lieu accrued when overtime worked
