



TORBAY COAST AND COUNTRYSIDE TRUST
JOB DESCRIPTION

Outdoor Education Assistant

Overall Purpose of the Job: To engage people with the natural world and support the delivery of an inspiring programme of educational activities across Trust sites

Salary: 30 hours (4 days per week), Living wage, fixed term contract 4th March- 1st November (some weekends and evenings necessary)

Closing Date: 9.00AM Friday 1st February 2019

Interview Date: Thursday 7th February 2019?

Reports to: Education Manager

KEY RESPONSIBILITIES:

- Oversee administration, planning and delivery of residential visits to Warren Barn
- Support delivery of environmental education activities at Occombe Farm, Goodrington Sands, Cockington Country Park, Berry Head and other sites.
- Support planning and delivery of an exciting programme of public events (including family trails at Occombe Farm, birthday parties, cookery school, and Tots club)
- Support the education team with the administration of coasteering licences
- Oversee the supervision of long term volunteers
- Help with maintenance tasks including maintaining the Wartime Garden, Residential Centre, Cookery School kitchen, Nature Trail and the feeding and management of animals on our farm smallholding
- Work with customers to ensure a high quality experience with our sites
- Maintain accurate records in relation to expenditure and activity and produce reports
- Follow the Trust's health and safety procedures
- Carry out any other duties commensurate with the position

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated at degree / HND level in a relevant discipline 	<ul style="list-style-type: none"> • Training qualification • IT qualification • First aid at work • Environmental education • Forest School Leader
EXPERIENCE	<ul style="list-style-type: none"> • Planning and leading environmental education activities and public events 	<ul style="list-style-type: none"> • Work in the environmental sector
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Environmental knowledge • Excellent communication skills, written and verbal • An unbiased approach to people and an ability to deal with people of all ages and backgrounds • Ability to work on own initiative and to organise and prioritise own work • Ability to work in a team and motivate others • Organised approach to working • Basic computer and administration skills • Understanding of ethos of Environmental Education 	<ul style="list-style-type: none"> • Ecology • Cookery and growing food
OTHER	<ul style="list-style-type: none"> • Current driving licence • Flexible approach to working hours, there will be evening and weekend working • Tact and diplomacy • Willing to learn • Willing to work in all weathers 	