



Countryside Learning Officer – Wychwood Project
JOB DESCRIPTION -

Hours:	24 hrs per week with frequent weekend, evening and school holiday time work required
Job Type:	Initial 24 month contract, extension funding dependent
Responsible to:	Wychwood Project Director
Salary:	£13,200 - £14,400 for 24hr week
Annual Leave:	24 days plus statutory holidays

The Wychwood Project is a registered charity that aims to inspire people to restore and conserve landscapes and habitats across an area of 120 square miles and 41 parishes known as the Wychwood Forest – a royal hunting forest dating back to the 12th century.

We are looking to grow our small team with the addition of a part-time Countryside Learning Officer. We need a positive and proactive learning enthusiast who can share their passion for the landscapes, heritage and wildlife of the Wychwood Forest with young people (up to aged 21) and families. You should possess a "can do" and flexible approach, be a self-starter, be passionate about providing learning opportunities to others, have a flair for creating working partnerships, organisation skills and have a good level of countryside conservation knowledge and the ability to apply that to practical conservation work.

MAIN PURPOSE(S) OF THE JOB:

To research, design and develop a wide range of nature related learning opportunities for young people and families that compliment formal education across the Wychwood Forest area, and to deliver a programme of activities in partnership with other conservation organisations, landowners, Wychwood Project volunteers and community groups.

MAIN DUTIES:

1. In liaison with our freelance Learning Manager, conduct research to inform a programme of learning activities and design and develop that programme to achieve the programmes agreed objectives
2. Work with the Project Assistant to promote the programme of learning activities and establish systems for recruiting participants
3. Deliver a programme of learning activities, utilising our Conservation Officer, volunteers and partner organisations where practical
4. Liaise with schools, Forest Schools and other learning providers to ensure learning activities are complimenting established programmes.
5. Locate and secure suitable indoor and outdoor venues where learning activities can take place and agree terms of use
6. Undertake risk assessments and mitigation measures where necessary, working with our Conservation Officer when appropriate
7. Develop monitoring and evaluation systems, including mechanisms for medium term tracking of individual progress.
8. Continually assess learning opportunities across the Wychwood Projects portfolio and advise the Project Director
9. To supervise and support Wychwood Project volunteers in work connected with the learning programme
10. To build positive relationships with key internal and external contacts and partner organisations and use these contacts to achieve the Wychwood Project's objectives
11. To take part in the Wychwood Project Learning Group
12. To represent the Wychwood Project at multiagency meetings, as appropriate

13. To contribute to the Project's learning strategy, management plans and the annual review process
14. To contribute to Wychwood Project health and safety assessments
15. To manage an operational expenses budget
16. Any other tasks as required by Line Manager

You will also have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

NOTE:

* The duties of this post may vary from time to time without changing the general character of the duties or the level of responsibility.

PERSON SPECIFICATION:

	Essential	Desirable
Skills	Practical countryside management skills Communication and interpersonal skills IT skills	
Knowledge	Knowledge of outdoor learning Knowledge of nature conservation Understanding of health and safety issues relating to lone working, conservation activity, and working on outdoor sites	Understanding of volunteer motivation
Qualifications	ECRB	Relevant qualification in countryside conservation and/or outdoor learning
Experience	Experience of working with young people and families 2 year's experience in a similar role	Experience of working with conservation volunteer groups
Other Job Requirements	Ability to work well in a team Self-motivated Ability to frequently work outside of 9 – 5 hours including evenings, weekends and school holidays, with time off in lieu Ability to work outdoors Ability to walk up to 2 miles carrying light hand tools Driving licence and use of car	

HOW TO APPLY FOR THIS ROLE:

Please send an up to date CV along with a covering letter showing how you match our person specification. Send your application by email to wychwood@oxfordshire.gov.uk before 5pm Friday 7 July 2017.

Interviews will be held on Wednesday 19 July 2017 in Witney, Oxfordshire.