



## 1. JOB DESCRIPTION

### IDENTIFICATION OF JOB

- Job Title** : Learning Development Officer (Maternity Cover)
- Team** : Learning / Communities and Engagement
- Working Base** : Avon Wildlife Trust (AWT) Head Office, Jacob Wells Road, Bristol, BS8 1DR (with much time spent delivering activities outdoors at various locations around Bristol). To meet current Covid-19 guidelines, the post holder will be expected to work from home for most of their working week until Government guidelines are amended.
- Responsible to** : Learning Development Manager
- Responsible for** : Managing a team of volunteers to support programme delivery
- Overall Purpose of Job** : To develop and deliver inspiring outdoor learning and play activities for children, families and learning professionals.
- Main Responsibilities** :
- To develop and deliver community-based outdoor learning and play programmes for primary and pre-school age children.
  - To develop and support Wildlife Watch groups and resources.
  - To coordinate planning, resourcing and evaluation of programmes.
  - To supervise and support volunteers.
  - To liaise with schools, partners and funders and represent AWT at meetings and events
  - To work as a part of the learning team and support the wider work of Avon Wildlife Trust.
  - To develop online and self-guided activities for children, families and learning professionals.



## 2. JOB SPECIFICATION

- Management and Supervision** :
- The post has no line management responsibility
  - The post holder will be required to recruit and support volunteers to assist with delivery of the project
- Accountability and Resources** :
- Responsible for the development and delivery of learning programmes and projects, including project plans, reports and evaluation.
  - Plans, controls and monitors project budgets, equipment and resources within designated departmental budgets.
  - Accountable for maintaining the reputation of AWT, complying with all relevant legislation and AWT policies
  - Supports the Learning Development Manager in the development of AWT's learning offer.
- Job Impact** :
- Inspires and enables children, young people and families to connect with, learn about and care for nature, achieving long-term impact for people and wildlife.
  - Ensures that the Trust achieves and maintains its reputation and credibility as one of the foremost and innovative providers of outdoor/nature conservation learning in the West of England.
- Independence and Judgement** :
- Delivers community-based outdoor learning and play programmes, ensuring each session is thoroughly planned and all necessary equipment and resources are prepared in advance
  - Works with children, families and partner organisations in outdoor settings, following all relevant health and safety policies and processes
- People and Contacts** :
- Develops contacts and networks to support programme delivery, impact and sustainability
  - Works with children, families, community groups, schools and other AWT staff and volunteers
  - Ensures the activities are relevant and suited to the group's age and abilities; planning and adapting programmes to meet learners' needs and being flexible working in different environments
- Creativity and Innovation** :
- Develops opportunities for engagement and outdoor learning through development of Wildlife Watch groups,



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family memberships and community-based provision.

- Works with school and community partners to develop bespoke programmes and partnership projects.

## **Working Conditions** :

- 4 days a week (Tuesday – Friday)
- Maternity cover fixed term contract – 10 months, or the day immediately before the return of the postholder, whichever is sooner
- The role is based at the AWT Head Office, but involves travel around the West of England area and outdoor work at a range of locations. Under normal circumstances the majority of work is delivered in green spaces in the Bristol area, which may be AWT sites, parks or other community spaces. During the Covid-19 pandemic, the post holder will be expected to adapt delivery in order to meet Covid-19 guidelines, which may involve more online or self-guided activities.
- Some evening and weekend work is required.



### 3. PERSON SPECIFICATION

<b>Job Title</b>	<b>:</b>	<b>Learning Development Officer</b>
<b>Team</b>	<b>:</b>	<b>Learning / Communities and Engagement</b>

- Experience** :
- Experience of developing and delivering outdoor learning and play programmes for early years and/or primary school aged children (E)
  - Experience of working with communities and partners to develop, promote and deliver projects (E)
  - Experience of recruiting and supporting volunteers (E)
  - Experience of developing risk assessments (D)
  - Experience of organising and running events (D)
- Competence, Knowledge & Skills** :
- Good wildlife knowledge and the ability to inspire people to connect with and care for nature (E)
  - Excellent communication skills, with the ability to engage with people of different ages and from different backgrounds (E)
  - Ability to motivate others and negotiate positive outcomes (E)
  - Ability to work to tight timescales and meet deadlines (E)
  - Ability to work independently using own initiative and judgement, as well as in close co-operation with others (E)
  - Good IT skills, including Microsoft Office package (E)
  - Hold current driving licence (E)
  - Access to own vehicle (D)
  - Understanding of the role of play in supporting child development (D)
- Personal Qualities** :
- Interest in the natural world and its conservation (E)
  - Commitment to AWT’s wildlife conservation and public engagement objectives (E)
  - Enthusiasm and self-motivation (E)
  - Tact, diplomacy and integrity (E)
  - Willingness to work outdoors, and weekends/ evenings as needed (E)
  - This post is subject to a satisfactory DBS (Disclosure and Barring Service) check (E)

Please sign and date this document to confirm its accuracy at the present time.

Post-holder name: .....

Post-holder's signature: ..... Date: .....

Line manager's name : .....

Line manager's signature : ..... Date: .....