



Job Description



Job Title:	Education Officer
Department/Team:	External Relations / Education
Location:	Mallydams Wood / Stapeley Grange
Line Manager's Title:	Community Engagement Manager / Wildlife Centre Manager

1. Overall Job Purpose

To plan, risk assess, deliver and evaluate animal welfare education sessions and activities for children and young adults.

The role involves both assisting the education team and providing cover during education staff absence. The role involves being flexible to work weekdays, evenings and weekends as and when required.

2. Structure

See Establishment Structure Charts

3. Key Tasks/Job Description

Generic:

Plan, risk assess, deliver and evaluate daytime and evening animal welfare education and personal development sessions for children and young people.

Plan, risk assess, deliver and evaluate residential visits for children and young people

Encourage and assist children and young people to make the most of opportunities to develop confidence, skills, develop understanding and empathy for animals and learn about the work of the RSPCA.

Promote the work of the centre to schools, youth and children's organisations as well as the general public and the wider community through participation in on site and community events as required.

Contribute towards the development, monitoring and evaluation of educational resources and programmes to ensure high quality learning is maintained.

Assist with the training and supervision of work experience and adult education volunteers.

Maintain high standards of health and safety and child/vulnerable adult safeguarding through understanding and adherence to education and society policies and procedures.

Undertake routine duties such as administration, record keeping, answering enquiries and assisting visitors as well as duties and responsibilities that may be reasonably required by the post holders line manager.

Work closely with other centre staff to ensure the safety and cleanliness of education facilities for staff and visitors.

Attend and contribute to education and staff meetings as required / Report verbally and in writing on educational matters and contribute to local and national reports and publications as required.

Mallydams only:

Provide occasional overnight cover on site during residential courses for children, families or young people

Report verbally and in writing on educational matters and contribute to local and national reports and publications as required.

Attend and contribute to education and staff meetings as required.

Stapeley Grange only:

Developing, advertising and creating fundraising activities / children's activities - includes monthly wildlife club.

Running workshop in schools alongside Volunteer Speaker activities.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4. Person Specification

Please see person specification attached (appendix A)

This job description is a statement of the job content required as of July 2019. It should not be seen as precluding future changes.

PERSON SPECIFICATION**Education Officer**

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	<p>Teaching/youth work qualification or equivalent experience of working with children or young people in a relevant setting.</p> <p>History of continued professional development</p> <p>Safeguarding and Attachment Training</p>	<p>Degree or vocational qualification in relevant subject</p> <p>First Aid</p>
EXPERIENCE	<p>Experience of working with children or young people in an educational or youth work setting</p> <p>Experience working with Children in Care</p> <p>Experience of working with vulnerable young people who are deemed 'at risk' and/or who have behavioural problems</p> <p>Experience of delivering environmental or animal welfare activities for formal and non formal audiences of all ages in an outdoor setting</p> <p>Enthusiasm for natural history and animal welfare</p>	<p>Experience of recruiting, training and supervising volunteers</p> <p>Familiarity with animal welfare issues</p> <p>Experience of teaching and training in a classroom and non-classroom environment</p> <p>Experience of working with professionals in teaching, youth work, children's services.</p>
SKILLS AND COMPETENCIES	<p>Experience of using word, powerpoint, excel and managing a database</p> <p>Driving licence</p> <p>Excellent interpersonal skills, in particular ability to network and develop relationships with children and young people</p> <p>Good communication skills, both written and verbal</p>	

PERSONAL QUALITIES	<p>Willingness to undertake appropriate training and education as part of a commitment to continued professional development.</p> <p>Commitment to working within an equal opportunities framework.</p> <p>Ability to work on own initiative and in a team</p> <p>Creative and enthusiastic</p>	
SPECIAL CIRCUMSTANCES (if any)	<p>Must be available to work flexible hours and stay at the centre overnight on occasional basis</p>	