**The Ecology Centre**

######  Kinghorn, Fife

**Job Opportunity: Education Officer
up to 37 hours per week (Flexible) term-time only, £24,000 pro rata**

###### *Closing date:* Sunday 4th June at 5:00pm

**A rare opportunity has become available for a permanent, enthusiastic Education Officer at The Ecology Centre. Hours are flexible between 30-37 per week, with a salary of £24,000 pro rata.**

The Ecology Centre is an established, award winning charity and social enterprise which was established in 1998 and moved into a new environmentally friendly building on the banks of Kinghorn Loch in 2015. We are looking for an enthusiastic individual to work outdoors with young people from diverse backgrounds. The postholder will be registered with Disclosure Scotland’s Protecting Vulnerable Groups scheme.

The Ecology Centre is an inclusive, community-led charity.  We inspire positive change through directly connecting people and the natural environment for the benefit of both. We have a small staff team who work efficiently and effectively to deliver the essential services the charity offers. Knowing the difference that we make to people’s lives makes the Centre a rewarding place to work. The variety of projects that we run and people involved create an interesting and ever-varied workplace.

The Ecology Centre’s Education programme is well established and respected. It includes delivery of outdoor and environmental education at The Ecology Centre site and throughout Fife; Climate Change education; Forest School sessions; Forest and Outdoor Leadership Awards (FOLA); supported volunteering; nature nurture sessions; outdoor play projects and CPD sessions. We deliver to a wide range of school and community groups from pre-school age to teenagers and adults.

Normal working days will be between Mondays and Fridays, with some occasional evening and weekend work required under The Ecology Centre’s Time Off In Lieu (TOIL) system.

This role is currently term-time only with the possibility of overtime through the school holidays where needed.

To apply for this post, please complete the application form. CV and covering letters will not be accepted.

Interviews will be held on Monday 12th June at The Ecology Centre. You may also be invited back to deliver a practical session with a group of young people on Wednesday the 14th of June. If this is likely to be an issue please let us know when applying.

###### Education Officer

###### Job Description

###### *Salary:* £24,000 pro rata.

###### *Hours:* Flexible, between 30 to 37 hours per week

###### Job Purpose

* To develop, plan and organise outdoor learning experiences.
* To deliver inspirational, inclusive education sessions.
* To carry out relevant administration tasks.
* To monitor and evaluate the work carried out.

###### Major Tasks

* Development, planning and organisation 20%
* Environmental Education preparation and provision 70%
* Administration 5%
* Monitoring and recording 5%

###### Job Activities

**Development and planning**

Working alongside the Education Manager to develop inspirational, progressive and engaging outdoor learning experiences. Working in partnership with schools and community groups.

**Environmental education preparation and provision**

Providing environmental education to groups and individuals at The Ecology Centre and in various locations around Fife. Working inclusively with children from nursery to secondary age including those with additional support needs. Being prepared to deliver person-centred sessions and meeting the needs of the group. Delivering and assessing FOLA level 2 and 4 and preparing for internal verification. Responsible for health & safety of participants and carrying out risk assessments. Liaising with customers and the general public.

**Administration**

Updating records. Corresponding with interested organisations and schools when necessary. Attending internal and external meetings.

**Monitoring and recording**

Collecting and evaluating feedback from participants, gathering and collating evidence for FOLA qualifications, contributing to funding applications and reports where necessary.

###### Supervision Received

Supervised by the Education Manager.

###### Special Conditions

Working in adverse weather conditions. Working occasional weekends and evenings. Working with children, young people and adults with support needs.

**The Ecology Centre**

**Person Specification**

**Post: Education Officer**

You will need to demonstrate in your application and at interview, that you meet the essential criteria for this post. In addition, it will help you greatly if you can demonstrate that you meet a number of desirable characteristics.

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| **Skills & experience** | ***Essential*** | ***Desirable*** |
| Experience working with disadvantaged groups and young people with support needs and disabilities |  |  |
| Practical conservation experience |  |  |
| Clean driving licence |  |  |
| Access to a vehicle |  |  |
| Interest in, and knowledge of, climate science and native wildlife |  |  |
| Knowledge of The Curriculum for Excellence |  |  |
| Basic bush craft skills |  |  |
| Strong organisational skills |  |  |
| Excellent verbal and written communication skills |  |  |
| Ability to work outdoors in all weather and carry equipment |  |  |
| Experience of risk assessment and ensuring safe practice outdoors |  |  |
| Strong IT skills in all Microsoft Office packages, email and internet |  |  |

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| **Values & attributes** | ***Essential*** | ***Desirable*** |
| Passion for nature and environmental issues |  |  |
| Warm and engaging manner |  |  |
| Ability to connect with young people of different ages and backgrounds |  |  |
| Creative, flexible and adaptable approach |  |  |
| Empathy and social skills to develop strong relationships with participants and partners |  |  |
| Ability to work without supervision as well as part of a team |  |  |
| Commitment to The Ecology Centre and enthusiasm for the post |  |  |

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| **Education & knowledge** | ***Essential*** | ***Desirable*** |
| Qualified to SCQF level 7 or equivalent experience |  |  |
| Knowledge of native nature specifically in woodland and coastal habitats |  |  |
| Environmental education qualifications |  |  |
| FOLA level 8 or Forest School Practitioner level 3 |  |  |