



Job Description

- Job Title:** Casual Wild Learning Officer
- Location:** The Wildlife Trust BCN, St Johns Barn, Unit 2, Conger Lane, Toddington, LU5 6BT. To work from within communities throughout south Bedfordshire and on Nature Reserves.
- Accountable to:** Ruth Sneath - Wildlife and Communities Manager.
- Salary:** £10.25 per hour plus 12.07% lieu of holiday, i.e. £11.49 per hour
- Hours:** This is a casual post with hours offered on an “as and when basis”
- Transport:** Own transport required
- Employment subject to:**
- evidence of right to work in the UK

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 47 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust’s turnover in 2018/19 was c £5million and its capital assets more than £20 million, of which over half (£13million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust’s annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is directed by the 2015 -20 five-year vision which can be found at:

<http://www.wildlifebcn.org/2020>

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 14 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers.

Casual Wild Learning Officer

Main purpose

To work on an ad hoc basis in schools, community centers and nature reserves on the North Chilterns Chalk Living Landscape. The North Chilterns Chalk is situated in the Luton and Dunstable area. [living-landscapes/north-chilterns-chalk](#)

Responsible to Bedfordshire Wildlife and Communities Manager.

The main purpose of the role will be to respond to requests for bookings when possible. The main program you will be delivering will be our new key stage 1 and 2 interactive creative program. We are also enthusiastic to develop our Forest School and teacher- training offer. There may also be opportunities to deliver outreach presentations and workshops. Currently our delivery to schools and youth community groups is at a low level. We are in the process of promoting and increasing our offer. We are unable to offer regular bookings and are therefore looking for someone who is able to work with us to help slowly build up the service. This post would suit someone who is looking to branch out into a career in environmental education but isn't reliant upon regular work from the job role.

Any offer is subject to evidence of a clean driving licence, a clear DBS/ criminal record check and adequate references.

Main Objectives
<ul style="list-style-type: none"> Educate children and adults about the work of the Wildlife Trust and wildlife conservation.
Key Responsibilities
Wildlife and Communities
<ul style="list-style-type: none"> Deliver our North Chilterns Chalk Living Landscape schools program.
<ul style="list-style-type: none"> Deliver Forest School programs. Be open to the possibility of taking on BTEC level 3 Forest School qualification, or receive internal Forest School- taster training. This would be with the view to then being able to deliver Forest School activities for the Wildlife Trust BCN.

<ul style="list-style-type: none"> • Deliver or support the delivery of a pre- established teacher training day program and workshop.
<ul style="list-style-type: none"> • Help to create, evolve and deliver educational programs when required.
<ul style="list-style-type: none"> • Be flexible about locations for delivery inside and outside.
<ul style="list-style-type: none"> • Deliver standardised wildlife power point presentation and assembly to a variety of community groups.
Staff and volunteers
<ul style="list-style-type: none"> • Work alongside volunteers where required
<ul style="list-style-type: none"> • Work as part of the Wildlife and Communities team
<ul style="list-style-type: none"> • Stay in communication with the reserves and communications team.
Partnership and stakeholders
<ul style="list-style-type: none"> • Communicate effectively with partner organisations if working within a project.
<ul style="list-style-type: none"> • Be open to working within and helping to meet the objectives of cross partnership projects.
Community engagement
<ul style="list-style-type: none"> • Be able to work with a variety of audiences in a professional and friendly manner.
Communication and promotion
<ul style="list-style-type: none"> • Represent a positive image of the Wildlife Trust at all times
<ul style="list-style-type: none"> • Be aware of the values and key messages of the Wildlife Trust BCN
<ul style="list-style-type: none"> • To present a positive and welcoming image of the Trust to everyone.
Health and safety
<ul style="list-style-type: none"> • Adhere to Wildlife Trust health and safety policy and attend all required training
<ul style="list-style-type: none"> • Be actively involved in maintaining health and safety paperwork and practice.
Other duties
<ul style="list-style-type: none"> • Contribute to general Trust working and any other duties as directed by line managers.
<ul style="list-style-type: none"> • Undertake training as the need arises.
<ul style="list-style-type: none"> • Go about duties in a resource-efficient way and minimise impacts to the environment.
<ul style="list-style-type: none"> • Actively follow Trust policies including Equal Opportunities policies
<ul style="list-style-type: none"> • Maintain an awareness and observation of Fire and Health & Safety Regulations.
<ul style="list-style-type: none"> • To present a positive and welcoming image of the Trust to everyone

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description cannot cover every issue or task that may arise within the post at various times. Therefore the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, Head of Department, or Director.
3. This job description does not form part of the contract of employment.

Casual Wild Learning Officer – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	To hold a degree, vocational or equivalent qualification or experience in the field related to this role.	E
	Hold a current driving licence and be able to use own vehicle for work purposes.	E
	Sound experience of wildlife conservation in the UK.	E
	Good experience of working with young people and community groups.	E
	Good experience of leading groups.	E
	Good experience on engaging with people from different backgrounds and age profiles.	E
	Forest School BTEC level 3	D
	Teacher training experience	D
	Some experience of working with secondary students	D
	Some experience of presenting to a large audiences.	E
Knowledge	A sound understanding of wildlife conservation and natural history in the UK.	E
	A good general knowledge of how to engage with young people and community groups of different ages and backgrounds.	E
	A sound understanding of the health and safety issues as they relate to outdoor environmental education, young and vulnerable people.	E
	Understanding of the National Curriculum	D
Skills and Abilities	Demonstrated ability to use outlook, power point and word	E
	Good interpersonal and communication skills: ability to engage a range of audiences including volunteers, members, and external organisations.	E
	Ability to research using the internet and engage with social media.	D
	Good presentation skills	E
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and project. Taking responsibility for providing a service that meets customers' needs.	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes. Contributing to environments that demonstrate equality, foster trust, respect, and challenge.	E
	Willingness to share ideas, experience, and knowledge with colleagues and others.	E

Terms and conditions: summary for candidates

Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

- Paid Leave:** The leave year is from 1 April to 31 March. You are entitled to the equivalent of 5.6 weeks' (28 days) annual holiday per holiday year, including bank and public holidays (pro rata depending on hours worked). Holiday entitlement will therefore accrue at the rate of 12.07% of the total hours you actually work. You will receive payment for any holidays accrued. This payment will be calculated on the basis of total hours worked.
- Other Information:** Occasional weekend and evening working may be required.
- Equality and Diversity** We value diversity and welcome applications from all sections of the community.