



Job Description

- Job Title:** Casual Wild Learning Officer (Bedfordshire)
- Location:** Griffin Farm, Toddington LU5 6BT and on occasion Bushmead Community Hub, Hancock Drive, Luton, LU2 7SF
- Accountable to:** Communities & Education Manager (Bedfordshire)
- Salary:** £13.15 per hour
- Hours:** This is a casual post with hours offered on an “as and when basis” with many of the opportunities offered at evenings and weekends
- Transport:** Must have the means to travel to site and between sites on occasion (e.g. for training requirements).

Employment subject to:

- evidence of right to work in the UK
- satisfactory enhanced DBS check

Casual Wild Learning Officer

Main purpose

The Trust undertakes community engagement and education work in order to create benefits for wildlife by instilling an interest in the natural world and influencing people to take action that will promote nature conservation. This in turn might lead to children and school groups making space for wildlife in their school grounds or gardens, families visiting nature reserves and people becoming Trust members and volunteers or working in the environmental sector. Our ethos is for wildlife to be part of people’s everyday lives and to help people foster this connection to nature through the learning opportunities we provide. This role is central to achieving this with a focus on helping people to discover nature through informal learning opportunities and inspiring people with first hand experiences of nature.

Main Objectives
Deliver high quality, inspiring learning opportunities for children, young people, adults, families and special interest groups in Luton and Bedfordshire.
Key Responsibilities
Community Engagement
<ul style="list-style-type: none"> • Deliver a range of exciting learning opportunities for children, young people, adults and families, including family learning activities at weekends and throughout the school holidays • Evaluate the impact of learning and share this data to inform future learning activity planning and delivery.

<ul style="list-style-type: none"> • Build and increase support by promoting the benefits of Trust membership and recruiting members face-to-face
Staff and volunteers
<ul style="list-style-type: none"> • Support and work alongside volunteers where required • Work as part of the Wildlife and Education team
Partnership and stakeholders
<ul style="list-style-type: none"> • Communicate effectively with partner organisations if working within a project.
Communication and promotion
<ul style="list-style-type: none"> • Assist with any marketing or promotion of events and programmes as and when required. • Present a positive and welcoming image of the Trust to everyone.
Health and safety
<ul style="list-style-type: none"> • Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements and maintain a valid and satisfactory enhanced Disclosure and Barring Service check. • Produce risk assessments and any additional H&S requirements as required.
Other duties
<ul style="list-style-type: none"> • Contribute to general Trust working and any other duties as directed by line managers. • Undertake training as the need arises. • Go about duties in a resource-efficient way and minimise impacts to the environment. • Actively follow Trust policies including Equal Opportunities policies • Maintain an awareness and observation of Fire and Health & Safety Regulations.

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 does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

Casual Wild Learning Officer – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	Must have the means to travel to site and between sites on occasion (e.g. for training requirements).	E
	Experience of delivering environmental programmes and events for a wide audience	E
	Some experience of presenting to large audiences.	E
	Experience of communications work including web publishing and social media would be an advantage	D
	Forest School level 3	D
	Experience of working with secondary students	D
	Possession of a current First Aid Certificate	D
Knowledge	A good general knowledge of British natural history	D
	Understands Health and Safety and safeguarding as it relates to outdoor activities and working with volunteers	E
	A knowledge of a range of approaches to outdoor learning, for example Forest School, play principles.	D
Skills and Abilities	Windows/Microsoft Office-based computing skills, including Word, Excel, email.	E
	Excellent administrative and organisational ability	E
	Excellent oral and written communication skills and the ability to engage a variety of audiences	E
	Ability to work on own initiative and cooperatively as part of a team	E
	Demonstrable ability to motivate volunteers	E
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and 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, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge	E
	Willingness to share ideas, experience, and knowledge with colleagues and others	E

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.

Equality and Diversity

We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

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 46 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 2021/22 was c £7 million and its total net assets more than £25 million, of which over half (£14 million) are 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 for the period 2020 -25 is outlined in “Our Wildlife Trust: The next five years” which can be found at: <https://www.wildlifebcn.org/next-five-years>.

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 15 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.