

Job Description

Title: Environmental Education Officer

Reports to: Chief Officer

Responsible for: No line management responsibilities

Based at: Eagle Transfer Hub, Danks Way, Tipton. DY4 7BT

Salary: £20,598 - £25,323 (depending on experience)

Reference: TLW 02

Hours: Full Time (37 hours to include occasional weekend work when required)

Contract: Fixed Term

Job purpose:

The Environmental Education Officer will be working in association with SERCO and Sandwell Council to plan and execute an education programme and campaigns in Sandwell. The role involves collaborating with schools, young people, volunteers, teachers, educational practitioners, voluntary sector, and businesses to deliver environmental workshops and raise awareness of key environmental issues.

1. Main Duties:

- 1.1 Develop and update a full environmental education programme which supports the National Curriculum and deliver it to schools and colleges
- 1.2 Deliver all aspects of sustainability, teaching over 5000 children and adults, per annum, through environmental education, using current programmes but also developing and implementing new ideas
- 1.3 Act as a point of contact for teachers, educators, colleagues and stakeholders, responding to requests for information on environmental education issues, whilst continually building relationships
- 1.4 Work with umbrella organisations to develop educational programmes and activities for community groups
- 1.5 Devise new programmes/campaigns to cater for pre-school years, secondary/academy schools and environmental engagement events for adults/community groups
- 1.6 Develop, collate, evaluate and analyse all sessions and generate quarterly reports for trustees and stakeholders, making recommendations of the programmes, campaigns and best practise

- 1.7 Data management, including co-ordinating expressions of interest and formal signup, whilst promoting campaigns
- 1.7 Raise awareness of the workshops and Litter Watch through assemblies, focus groups, public meetings and other events
- 1.9 Increase the visibility of Litter Watch and its partnership with Serco, Sandwell Council on our social networking sites, website, promotional information and to the general public

2. General Duties

- 2.1 Represent Litter Watch and attend events, exhibitions and conferences, as required including weekends when required
- 2.2 Undertake administrative tasks when required
- 2.3 Support the Chief Officer and meet all objectives set by Charity's Chair and Board of Trustees
- 2.4 Manage personal resources and own professional development
- 2.5 Ensure all duties are carried out in a professional manner which promotes Litter Watch's equality and diversity policies
- 2.6 Promote a health and safety culture within the workplace; observe all health and safety rules and procedures and all attend training courses as required
- 2.7 Ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate/unauthorised persons
- 2.8 Ensure all information is maintained in accordance with General Data Protection Regulation (GDPR)
- 2.9 Undertake any other duties as commensurate to the post, as requested by your Line Manager

Person Specification	Essential	Desirable
Experience delivering education activities to primary and/or secondary school pupils	✓	
Minimum of Level 3 certificate in Teaching and Learning in Schools		✓
Experience managing educational sessions		✓
A good general knowledge of sustainability topics		✓
Willingness to follow Health and Safety best practice, including Risk Assessments specifically with regard to child welfare and safety	✓	
Good organisational skills	✓	
Excellent communication skills	✓	
First Aid qualification (willingness to acquire one)		✓
Able to work independently and take individual responsibility for sessions and communications	✓	
Willingness to work flexibly and resourcefully	✓	
Dynamic and confident manner	✓	
Experience of Word and Excel, email and internet	✓	
Demonstrate a creative approach to session planning		✓
Experience writing, planning and evaluating activities	✓	
Experience working in a school		✓
An understanding of the National Curriculum	✓	
Knowledge of children's learning development and various teaching styles and techniques		✓
Current UK-valid driving licence	✓	
Willingness to travel across the borough and occasionally across the region	✓	

This post will be DBS checked at enhanced level. A criminal conviction will not necessarily be a bar to obtaining the position. Litter watch will not unfairly discriminate on the basis of criminal convictions.

MEASUREMENTS OF SUCCESS

- Successful delivery of education programmes
- Positive feedback from schools
- Amount of supervision required
- Clear communications
- Effective time management