



The Ecology Centre
Kinghorn, Fife
Job Opportunity: Education Officer
up to 37 hours per week, £19-21,000 pro rata

Closing date: Tuesday 5th 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 £19 - 21,000 pro rata, dependent on relevant skills and experience.

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 who has a passion for working 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 curriculum-linked programmes at The Ecology Centre's site, outdoor education in areas throughout Fife, climate change education in schools and coastal classroom sessions on the beach. The Education team also leads on our busy school holiday programmes.

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.

Additional benefits of the role include the holiday entitlement which is 35 days per year pro rata, including 2 weeks at Christmas and New Year when the Centre is closed. After two years an extra days holiday is given for each additional year worked, up to a maximum of 5 extra days. The government's auto enrolment pension scheme is in place.

To apply for this post, please send a CV with dates and reasons for leaving previous roles, the names and contact details of 2 referees and a covering letter including descriptions of:

- Your approach to working with young people with 'challenging behaviour'.
- A time you have inspired someone through your delivery of educational activities.
- Your environmental interests.

Interviews will be held on Tuesday 26th June 2018. The interview process for this post will involve the delivery of an activity to a group of primary school pupils, a panel interview and two interview exercises to allow you to demonstrate your knowledge of native nature and your creative thinking when session planning. These will be done in a supportive, fun environment; we fully expect that candidates will have a range of strengths and weaknesses across the areas we will be assessing.

Education Officer

Job Description

Salary: £19,000 to £21,000 pro rata, dependent on relevant skills and experience

Hours: Flexible, between 30 to 37 hours per week

Job Purpose

- To develop, plan and organise curriculum-linked 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 to topics set by schools or partners. Designing and developing new games and activities for our existing school visit programme. .

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 challenging behaviour and additional support needs Writing and preparing education programmes and implementing the programmes. Contributing to the planning and delivery of The Ecology Centre's summer holiday and family workshop programme. 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 meetings.

Monitoring and recording

Collecting and evaluating feedback from participants.

Supervision Received

Supervised by the Education Manager.

Special Conditions

Working in adverse weather conditions. Working occasional weekends and evenings. Working with children and young people with challenging behaviour.

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.

Skills & experience	Essential	Desirable
Experience working with disadvantaged groups and young people with 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	✓	
Experience of risk assessment and ensuring safe practice outdoors	✓	
Strong IT skills in all Microsoft Office packages, email and internet	✓	

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	✓	

Education & knowledge	Essential	Desirable
Qualified to SCQF level 7 or equivalent experience	✓	
Knowledge of native nature specifically in woodland and coastal habitats	✓	
A basic bush craft qualification		✓
Environmental education qualifications		✓