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| **JOB DESCRIPTION** |

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| JOB TITLE | Education Project Officer - Maternity Cover |
| SALARY | £17,316 - £19,500 pro rata (dependent on skills and experience) |
| REPORTS TO | Education Programme Lead |
| LOCATION | West Boldon Lodge |
| HOURS | 16 hours per week contract.  Project delivery will take place on Thursday and Friday daytimes with remaining hours to be worked flexibly during the week.  Exact hours can be discussed to suit both parties. |
| TERMS & CONDITIONS | 14 month fixed-term contract from May 2021 - July 2022  Standard terms and conditions. |

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| JOB SUMMARY |
| [Groundwork South and North Tyneside](https://www.groundwork.org.uk/hubs/north-east-and-yorkshire/) has been Changing Places and Changing Lives for 25 years through a variety of environmental, learning, health and skills programmes.  We are looking to recruit a dedicated and compassionate person to deliver our weekly Forest Playschool programmes at [West Boldon Lodge](https://www.facebook.com/WestBoldonLodge/). West Boldon Lodge is a partnership between Groundwork SANT and National Grid, helping people to connect with nature. Forest Playschool is an outdoor play programme for young children aged 1-5 and their parents.  You will deliver a project funded by BBC Children in Need and a chargeable project. You will be responsible for achieving the aims of the projects:   1. Children will have increased self-confidence. In contrast with the national trend, children attending this project will be scaffolded to overcome challenges and achieve. This exposure to risk and challenge creates resilience and self-confidence, as proven by a body of Forest School research. 2. Children will have stronger family relationships with parents who are more engaged with their play, learning and development. Through fun, free, engaging activities, parents will be supported to notice and participate in their children's development, enabling and equipping them with the skills, knowledge and environment to support it further. 3. Children will develop emotional expression. Through Forest School and imaginative play children will be able to explore how they naturally feel in different situations and be supported and empowered to express these emotions and begin to understand them.   The successful candidate will also run other family events at West Boldon Lodge, and there may be additional hours available facilitating school visits to the nature site. |

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| KEY TASKS |
| 1. **Educational Activity Delivery**  * Make written plans for Forest Playschool sessions and public events. * Source materials and equipment for the delivery of activities. * Carry out risk assessments of all planned activities * Lead 1.5 - 2 hour long sessions for families, including a selection of crafts, storytelling, singing, exploration and play in line with the Forest School approach. * Light and supervise a campfire. * Support parents and children to engage with activities together. * Create a welcoming and supportive environment and facilitate peer support. * Encourage reflection and emotional expression.  1. **Quality Control and Customer Service**  * Deliver programmes to a high standard * Observe participants and record findings to assist with evaluating and reporting on project impact * To monitor the quality of service delivery through evaluation & review * Compile reports for funders as necessary * To discuss areas for improvement with Programme Lead, and implement agreed actions * To support the implementation of Quality Standards within Groundwork * Maintain and develop excellent relationships with key contacts and stakeholders  1. **Operational and Financial Performance Management**  * Regular review of business and financial plans alongside the team programme lead. * Ensure appropriate spend of grant funding and report on this annually. * Contribute to development of the team’s Business Plan  1. **Business Development**  * To work closely with colleagues and share knowledge and best practice to improve service delivery * To raise the awareness of the Groundwork through engagement with a variety of partners and clients such as schools, children’s groups, community groups, voluntary organisations and private companies.  1. **Supervision**  * Along with the Programme Lead, support project assistants, apprentices and volunteers which may include direct supervision and informal training. * Conduct supervision meetings with volunteers. |

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| HEALTH & SAFETY |
| * All employees have a responsibility of care for their own and others’ health and safety. * To oversee the H&S of activities in-line with Groundwork’s Health & Safety Policies and Procedures * To liaise with the Programme Lead, the Trust’s H&S Lead, and External Consultant on H&S matters relating to sites, activities and operating procedures |
| SAFEGUARDING |
| * We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances |
| ADDITIONAL RESPONSIBILITIES |
| * The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. * Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. * The post holder is required to carry out the duties in accordance with the company’s Equal Opportunities Policies * To be aware of, and comply with, all measures to support our environmental standard ISO14001 * To be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018 |

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| PREPARED BY: | Tom Mower, Education Programme Lead |
| DATE: | 14/04/21 |