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| **PERSON SPECIFICATION** |
| **Education Project Officer - Maternity Cover** |

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education/ Training/ Qualifications** | * Early Years or Primary teaching or childcare qualification - Level 3 or higher (A) * Forest School Leader - Level 3 certification (or working towards) (A) | * Early Years Teacher status (A) |
| **Experience and Knowledge**  (including voluntary or personal experience) | * Experience working with children and families in an educational setting (A) | * Experience working with children under 5 (A) * Knowledge of the natural environment (A) * Knowledge of the EYFS framework (A) * Awareness of the family activities “market” (A) * Knowledge of “Nature Connectedness” (A) * Knowledge around children’s mental health and wellbeing (A, I) |
| **Competencies** | * Ability to support children to increase their self-confidence (A, I) * Ability to foster positive family relationships (I) * Ability to support children to develop emotional expression (I) * Activity/event planning skills (A, I) * Strong verbal communication skills with a variety of audiences including children, parents and partner organisations (I) * Strong written communication skills to a variety of audiences including prospective customers, existing participants and funders (A) * Ability to overcome problems calmly (I) * Good time management (I) | * Skills in observing children and recording personal development (A, I) * Budget management skills (A) * Risk assessment skills (I) * Networking skills (A) * Able to pick up new knowledge and skills quickly (I) * Flexibility including ability to adapt delivery style to different groups (I) * Proficient with commercial use of social media (A) * ICT skills including use of Microsoft Word, Excel, Outlook and Teams (A) |
| **Values and Attitudes** | * Enjoy working as part of a team (I) * Committed to the needs of all members of the community (I) * Ability to motivate self and others (A, I) * Commitment to providing a safe learning environment and activities (I) * Committed to protection and enhancement of the natural environment (A, I) * Reliable and committed (I) | * Enjoy working outside (A) |
| **Additional Requirements** |  | * Full Driving licence (A) |

Points marked (A) will be assessed from the application form.

Points marked (I) will be assessed at interview.