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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)
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| **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)
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| **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)
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| **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)
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| **Additional Requirements** |  | * Full Driving licence (A)
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Points marked (A) will be assessed from the application form.

Points marked (I) will be assessed at interview.