



## JOB DESCRIPTION

### RIVER EDUCATION OFFICER

- REPORTS TO:** Project Manager
- RESPONSIBLE FOR:** Volunteers, contractors/freelance teachers, as appropriate
- TIME/DURATION:** Part-time: 20 hours per week. Fixed term to end of June 2017
- LOCATION:** Based in Carshalton, the post holder will also spend time along the River Wandle through the London Boroughs of Sutton, Merton, Wandsworth and Croydon and may travel to meetings throughout the UK.
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The Wandle Trust is part of the South East Rivers Trust, which is an environmental charity dedicated to enhancing the health of rivers across the South East of England. The Trust is a member of the national Rivers Trust and is part of the rivers trusts movement which is described as having “wet feet” because it concentrates its efforts on practical improvement works on the ground. The Wandle Trust works with a range of partners to deliver ecosystem improvement, engagement and education activities on the River Wandle and surrounding area and aims to set international standards for urban community-driven sustainability and environmental excellence.

The Wandle Trust is a partner in the ‘Living Wandle’ Landscape Partnership Scheme, a programme which involves the local community in the restoration and enhancement of the River Wandle landscape. The Trust is seeking an enthusiastic Education Officer (a new post) part time (20 hours per week) to develop and deliver a range of river-related education projects for schoolchildren at a range of Key Stages. Lessons will be taught both in the classroom and on the riverbank. This is a new position supported by the National Lottery through the Heritage Lottery Fund. This is an exciting opportunity to join a growing organisation which aims to help local people make a difference to the River Wandle and beyond.

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### JOB SUMMARY

You will develop an education programme for the Living Wandle Landscape Partnership Scheme project and in particular you will be responsible for developing two educational components:

- (i) A ‘Wandle in the Classroom’ component through which you will develop a classroom-based project with corresponding material (e.g. lesson plans, work sheets, etc.) that will enable schoolchildren to rear native river plants and animals in a classroom environment (e.g. Iris plants, mayflies, caddisflies or stickleback fish). This will build on the success of the Wandle Trust's Trout in the Classroom project, extending it to new species and a new learning experience.
- (ii) A ‘Classroom by the Wandle’ component involving a series of at least three education packs consisting of lesson plans and resources on specific river topics, e.g. the physical river; water quality; river life; mills and industry; pollution and restoration, such that teachers may use the education packs themselves, or they may bring the class to the river to be taught by a freelance teacher.

You will work with schools in the Wandle Valley to develop these projects, ensuring they fit in with the national curriculum and meet the schools’ needs.



You will be responsible for delivering the programme and will be supported by volunteers from the local community and freelance teachers where appropriate. You will train these volunteers to help deliver the project and, together, will support school children as they rear native river species before releasing them into the River Wandle as part of the celebratory event. You will recruit and co-ordinate freelance teachers who will trial the delivery of the education packs with local schools with feedback enabling you to refine the packs throughout the project. You may also get involved with teaching directly. You will have access to an Emriver EM2 flume ([http://www.emriver.com/?page\\_id=834](http://www.emriver.com/?page_id=834)) should you wish to use it as part of the programme.

The position is a fixed term contract for the duration of the education programme during the Living Wandle project. However, for the right candidate and if funding is available continuation of the post may be possible. You will report to the Project Manager and, when required, the Trust Director.

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## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Develop the Education Programme**

- 1.1 Investigate and trial which aquatic species are suitable to be reared in a classroom environment, designing a programme for students to care for the species according to their life stages.
- 1.2 Scope programme for education pack topics so that they tie in with any other environmental education programmes in the Wandle Valley and support other Living Wandle Landscape Partnership Scheme projects.
- 1.3 Recruit and work with local schools to develop the programme so that it meets their needs and fits in with the national curriculum.
- 1.4 Prepare the content for the education packs developing packs on at least three river-related topics.

### **2. Deliver the Wandle in the Classroom project**

- 2.1 Recruit schools to take part in the project and local volunteers to help deliver it.
- 2.2 Run the Wandle in the Classroom project that you have devised in at least eight schools in the Wandle Valley.
- 2.3 Organise 'release events' at which school children visit the Wandle to reintroduce their river plants and animals.

### **3. Deliver the Classroom by the Wandle project**

- 3.1 Recruit at least 10 schools to take part in the project and recruit freelance teachers to help deliver it.
- 3.2 Support school teachers and freelance teachers through their part in delivering the project.
- 3.3 Use feedback to refine the education packs so that they could be self-taught by teachers themselves after the project is finished.

#### **4. Administration, reporting and financial claiming**

- 4.1 Undertake day-to-day management of projects and budgets as necessary.
  - 4.2 Keep accurate written records and comply with the various office and project management procedures (including keeping timesheets, project forms, minutes of meetings and up-to date files for all projects).
  - 4.3 Recruit and work with contractors (e.g. freelance teachers) as needed in accordance with procurement rules.
  - 4.4 Keep records and undertake project evaluation as required.
  - 4.5 Provide blogs and updates for the Wandle Trust and LWLPS websites and social media as necessary.
  - 4.6 Undertake project and internal reporting as required.
  - 4.7 Support financial claiming for project work as necessary.
  - 4.8 Report to the Trust Director and, when required, the Trustees.
  - 4.9 Other duties as may be appropriate to the position.
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## PERSON SPECIFICATION

| Requirements  | Essential | Desirable | Evidenced                      |
|---|-----------|-----------|--------------------------------|
| <b>1. TRAINING &amp; EXPERIENCE</b>   |           |           |                                |
| 1. Relevant qualification, e.g. teaching, ecology, environmental management   | X         |           | Application form and interview |
| 2. Higher environmental and or teaching degree, e.g. MSc, PGCE  |           | X         | Application form and interview |
| 3. Experience of communicating ecological and environmental management issues to a range of audiences                                   | X         |           | Application form and interview |
| 4. Experience of practical conservation work  |           | X         | Application form and interview |
| 5. A good level of experience of teaching schoolchildren  | X         |           | Application form and interview |
| 6. Experience of project development and fundraising  |           | X         | Application form and interview |
| 7. Membership of relevant professional institution  |           | X         | Application form and interview |
| 8. Relevant first aid training  |           | X         | Application form and interview |
| 9. Experience of delivering projects on time and to budget  | X         |           | Application form and interview |
| <b>2. KNOWLEDGE &amp; UNDERSTANDING</b>   |           |           |                                |
| 10. Knowledge and understanding of the national curriculum and how education on rivers fits in  | X         |           | Application form and interview |
| 11. An understanding of the issues and challenges surrounding urban rivers  |           | X         | Application form and interview |
| 12. An interest in river flora and fauna  | X         |           | Application form and interview |
| 13. An interest in wider environmental issues   | X         |           | Application form and interview |
| 14. A good understanding and knowledge of relevant health and safety legislation and issues relating to health and safety around rivers | X         |           | Application form and interview |
| 15. A good working knowledge of MS Office and Email software  | X         |           | Application form and interview |
| <b>3. SKILLS &amp; ABILITIES</b>  |           |           |                                |
| 16. Excellent communication and presentation skills   | X         |           | Application form and interview |
| 17. Excellent organisational skills   | X         |           | Application form and interview |
| 18. Comfortable in school and outdoor environments  | X         |           | Application form and interview |
| 19. Confident working alone   | X         |           | Application form and interview |
| <b>4. PERSONAL ATTRIBUTES</b>   |           |           |                                |
| 20. Enthusiastic, 'upbeat' and passionate   | X         |           | Application form and interview |

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|---|---|--|--------------------------------|
| 21. Able to work well both independently and part of a team                                 | X |  | Application form and interview |
| 22. Self starter and able to work unsupervised  | X |  | Application form and interview |
| 23. Able to work under pressure and to tight deadlines                                      | X |  | Application form and interview |
| 24. Able to explain environmental issues to a range of ages including members of the public | X |  | Application form and interview |
| 25. Willingness to learn  | X |  | Interview                      |
| <b>5. MISCELLANEOUS</b>   |   |  |                                |
| 26. Full clean driving licence  | X |  | Application form and interview |
| 27. Commitment to equality of opportunity   | X |  | Application form and interview |
| 28. Ability to work occasional evenings and weekends  | X |  | Interview                      |
| 29. Ability to turn hand to whatever is required  | X |  | Interview                      |

## CONDITIONS OF SERVICE

**Salary:** £24,500 - £26,000 *pro rata*

**Contract period:** The position is part time, 20 hours per week (hours can be arranged as required) on a fixed-term contract for until the end of June 2017. The appointment is subject to a 3-month probationary period during which no holiday can be taken unless in exceptional circumstances and by prior arrangement.

**Termination of employment:** The period of notice to terminate the appointment will be three months by either party (one month during the probationary period).

**Driving licence:** A full driving licence is required and you should be comfortable driving a small van to transport equipment.

**Pension:** The Wandle Trust/South East Rivers Trust operates a contributory pension scheme approved by the Rivers Trust with Friends Provident and will pay 6% of salary subject to a 4% employee contribution.

**Hours of work:** The basic working week for this post is 20 hours. Some evening or weekend work will occasionally be required for which time off in lieu can be taken. No overtime will be paid.

**Annual Leave:** Annual leave entitlement is 25 days *pro rata*.

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## APPLICATION PROCESS

Please email a CV (two pages max.) and a covering letter (two pages max.) focussing on your relevant knowledge, experience and aptitude, as well as what you may bring to the role, the Living Wandle Landscape Partnership and to the Wandle Trust/SERT, to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org). Please also specify when you would be able to start in this role. Closing date: 5 pm Monday 6<sup>th</sup> April 2015. Interviews 16<sup>th</sup>/17<sup>th</sup> April 2015.



**LOTTERY FUNDED**