WWT Wetlands for life

Job Description

Learning Officer (Formal Learning) **Grade:** 6

Directorate: Operations

Location: London Wetland Centre

Reporting to: Learning Manager

Main function of post: Delivery of the London Wetland Centre's formal and informal learning programmes

Supervisory responsibilities: Supervision of casual workers and volunteers

Hours worked: 37.5

Working pattern: Full-time, 5 days in every 7 days, including some weekends and bank holidays.

Main duties of the post

1. To deliver the centre's formal and informal learning programmes including teaching school groups and leading holiday/weekend events and activities.

2. To facilitate learning activities for other booked visitor groups, including uniform, youth, community and special needs groups

3. To uphold the centre's health and safety guidelines and high quality standards of customer care and learning provision at all times

4. To coordinate the centre's formal learning programmes, including development of new sessions and formats with support and direction from the Learning Manager, according to the National Formal Learning Plan

5. To support the Learning Manager in monitoring, evaluating and developing the centre learning programmes as required

6. To help supervise the casual Learning staff and departmental volunteers in the absence of the Learning Manager

7. To work alongside a team of volunteers, helping to ensure they have a positive experience of WWT and are empowered to support our work and carry out their role.

8. To assist with preliminary teacher visits and INSET days as required

9. To maintain the department's storage areas and equipment in an organized manner, ensuring appropriate use of resources

10. To maintain and enhance the department's collection of artefacts and specimens, taking account of sustainability, ethics and Health and Safety considerations.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: June 2019 **Amended:**

Person Specification

1. Qualifications

Essential:

- Teaching qualification (or equivalent) or substantial relevant experience

Desirable:

- Degree or equivalent in relevant subject
- Full driving license

2. Experience

Essential:

- Substantial experience gained within a teaching and learning environment
- Excellent communicator with experience of enthusing and reaching diverse audiences
- Experience of customer-centred environments
- Previous computer skills gained in outlook/word/excel programmes

Desirable:

- Interest in and knowledge of environmental and conservation issues
- Formal teaching experience
- Using inquiry-based learning in an outdoor setting
- Wide experience of environmental education techniques gained through paid or voluntary work, e.g. Bushcraft, Forest Schools

3. Managerial & Supervisory

Essential:

- Ability to supervise and enthuse learning volunteers and casual learning staff
- Ability to help train and supervise departmental volunteers

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	12
Contractors	0	0

4. Responsibility

Essential:

- Ability to independently & confidently run the learning programmes and public activities.

- Ability to sensitively handle confidential information and small amounts of cash.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£100
Assets (required for job, exc. buildings)	Uniform
Visitors (per annum)	180,000 annual visitors to the centre, plus 12,250 education visits (2018 - 2019)

5. Creative Ability

Essential:

- Ability to originate ideas and bring creative thought to the development and delivery of new education events and programmes
- To assist in developing new WWT learning programmes

6. Contact

Essential:

- Contact with other departments and/or external bodies/public on routine matters

Desirable:

- To represent WWT at external meetings and events

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.