



**Dysgu am Goed – Teaching Trees
Development Officer**

£19,000 per annum / pro rata; 21 h/w; 8 month fixed-term contract

Due to the bilingual nature of this project, it is essential that the Development Officer is fluent in both Welsh and English.

- 1) To develop and coordinate Teaching Trees in Ceredigion with an eye to a wider roll-out in Wales.
- 2) To liaise with teachers and head-teachers and the Royal Forestry Society to ensure that Dysgu am Goed activities are meeting the needs of the National Curriculum whilst offering a suite of interesting learning and well-being experiences.
- 3) To ensure that Dygu am Goed meets its requirement of being fully available in Welsh to reflect the Welsh language needs of the area.
- 4) Ensure all relevant Tir Coed policies and procedures are being adhered to during activities and that freelance delivery staff are aware of their responsibilities.
- 5) To feed into quarterly reports collated by the Administration Officer for project funders and the Tir Coed Board of Trustees, as well as attending bi-monthly team meetings.

KEY WORK AREAS:

Work in partnership with RFS and the accreditation manager to:

- Obtain the most recent Teaching Trees materials
- Adapt the materials to the needs of the Welsh Curriculum
- Translate the materials into Welsh of a high standard and have any translated materials proof-checked
- Carry out consultation/monitoring activities with primary schools in Ceredigion
- Look for opportunities to expand Dysgu am Goed to a wider area / age range.

Work in partnership with the RFS and the Local Education Authority, NRW and others to:

- Promote the programme to schools;
- Build a calendar of activities and arrange appointments for the freelance officers for the first year of delivery;
- Administer the purchase of print and classroom materials;



- Meet with freelance education officers once per term to monitor the progress and gather feedback;
- To identify any barriers to the successful delivery of the project, and to agree on any remedial and improvement actions that are necessary.

Work directly with the Freelance Education Officers to:

- Support their work with Tir Coed and the RFS to develop teacher training days, to enable teachers to deliver their own self-led woodland visits.
- Support their work with Tir Coed and the RFS as required to produce educational resources, website content and other marketing materials.
- Support their marketing to schools
- Arrange and deliver approximately 30-40 school visits to woodlands per year; including recruitment of schools, communication with teachers, supply of appropriate documentation to them and post visit evaluation
- Support their work to develop relationships with RFS woodland owners to encourage them to open up their woods for educational use.

The jobholder will monitor delivery over the initial period in order to ensure the successful implementation of the Project.

- Supply information for the Tir Coed Finance Manager to undertake financial monitoring;
- Promote and distribute information about the project on social media;
- Collate data and information for an interim report to feed into future reports and programme improvement;
- Attend Team Meetings;
- Keep time-sheets and records of expenditure;
- Oversee the initial monitoring of the programme, ensuring that the Outputs and Outcomes agreed with each funder are being met.