



DYSGU AM GOED DEVELOPMENT OFFICER
8 month Contract
21 h/w
Pay scale - £19,000 per annum / pro rata

THE APPLICATION PROCESS:

Application:

Your covering letter, explaining why you think you are particularly suited to this role, together with a Curriculum Vitae giving full details of experience, must reach Tir Coed at the address below by 3pm on the 8th August 2017. Applications in electronic format will be accepted. Please also include the names, addresses (including email addresses, if available) of 2 referees who we may contact beforehand.

Please also provide us with your full name, phone number and postal and/or electronic address in order that we may confirm receipt of your application.

It is essential for you to give a full but concise description of the nature, extent and level of the responsibilities you have held, and your experience for this post.

Please provide all information in English / Bilingually as the recruitment panel are not all fluent Welsh speakers.

Selection:

Candidates who, on the basis of their covering letter and CV, appear to have the most relevant qualifications, skills and experience will be invited for an interview in the week commencing 14th August.

Interview:

The Selection Board will normally consist of 2 interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently.

The successful candidate will be offered the post, subject to satisfactory references, and will then be expected to take up the post as soon as possible thereafter. The successful

candidate will also be expected to show proof of their identity, right to work in the UK and undertake a Disclosure and Barring Service (formerly CBS) application.

Equal Opportunities:

Tir Coed is committed to equal opportunities and welcomes applications from all age groups and sections of the community.

THE PURPOSE OF THE TEACHING TREES DEVELOPMENT OFFICER and KEY WORK AREAS are set out in the attached Job Description.

QUALIFICATIONS AND EXPERIENCE:

The following competencies are:

ESSENTIAL:

- * The ability to organise and time-manage effectively, meeting deadlines where necessary
- * The ability to work independently and methodically to oversee a range of groups
- * Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, Publisher, PowerPoint.
- * The ability to converse fluently and write to a high standard of Welsh, including translation.
- * The ability to network and work with organisations in the public, private and voluntary sectors.
- * The ability to produce concise progress reports on a regular basis

*** DESIRABLE:**

- * Experience of coordinating freelance tutors
- * Knowledge and understanding of the Welsh Curriculum for Primary Schools
- * Experience of monitoring funded programmes
- * Knowledge of the geography of Ceredigion

SKILLS AND ABILITIES:

The following descriptions set out the level of performance that will be required after a normal learning and training period. The board will be looking for evidence that you have the ability to perform at this level.

Coordination:

The post holder will complete the accurate translation of Teaching Trees materials into Welsh from existing English versions in a timely manner, including liaising with curriculum advisors and project partners to adapt to the needs of the Welsh Curriculum. The post-holder will also liaise with schools, woodland owners and freelance tutors to build an initial timetable of visits and collate feedback for funders. The post holder will be expected to work closely alongside colleagues in Tir Coed and project partners the Royal Forestry Society.

Communication:

The ability to communicate with a wide range of people in both Welsh and English is vital. You will be expected to communicate with many different organisations at various levels, including schools, children, project partners and funding bodies. You must be tactful, friendly, approachable and able to deal with last minute requests / changes of plan.

Planning and organising work:

You must be self-motivated, highly organised and have the ability to plan well ahead and work to deadlines. You will be expected to work on several tasks at any one time, including ensuring that school visits are being booked and that all material is being presented in a suitable format. You will therefore possess excellent organisational skills and be able to provide regular updates on your work at monthly team meetings.

Other:

You must hold a current driving licence and have your own private transport which is insured for business use, as some of your work will involve visiting school activities, and going to meetings. A passion to support Welsh communities, and improve children's knowledge of their natural surroundings is highly desirable.

ADDITIONAL INFORMATION:

Salary:

The salary is £19,000 per annum, pro rata and is paid monthly in arrears.

Hours:

This is a part-time post based on 21 hours per week. Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given.

Annual Leave:

The post holder will have 20 days (pro rata) annual leave a year plus bank holidays.

Probation Period:

A Probation period of 2 months will apply, ending with a meeting with the Director to ensure the post-holder is right for the post.

Location:

Location of the post will be at the Tir Coed offices in Aberystwyth, with occasional travel around Ceredigion.

Travel and Subsistence:

Where staff are required to travel by road on official business there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.

Please send applications marked Private and Confidential to:

Leila Sharland

**Unit 6G Science Park
Llanbadarn Fawr
Aberystwyth
Ceredigion SY23 3AH**

director@tircoed.org.uk

