



Dysgu am Goed Education Officer (self employed)

Job description

Teaching Trees is the Royal Forestry Society's (RFS) schools programme. Their mission is to connect primary school aged children with local managed woodlands in order to teach them to value trees for wildlife, for the environment, for timber and for enjoyment. Dysgu am Goed is a pilot jointly being run by Tir Coed and the RFS to roll out the Teaching Trees provision, primarily through the medium of Welsh, into primary schools in Ceredigion, Wales.

Teaching Trees works with some 4,500 children and 30 woodland owners each year. The project began in Yorkshire in 2001 and is now operating in 8 counties, with further expansion planned across the country over the next few years.

We are seeking a well-motivated individual to work on a part time, freelance basis, whose primary role will be in delivering high quality education activities to primary school children, in woodlands ranging from small farm sites to large country estates. Sessions are to be delivered bilingually to schools, including wholly through the medium of Welsh as required. Candidates must therefore be fully bilingual and capable of communicating to a high level in Welsh and English.

The successful candidate will work alongside the Development Officer to build contacts with local schools and woodland owners, develop and deliver curriculum linked sessions, be involved with events and support the growth of the project.

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| Job title: | Teaching Trees Education Officer |
| Pay: | £17.50 per hour on a freelance basis |
| Hours: | Likely to be 1-2 short days per week during school term times. When delivering school visits, normal hours are 9am-1pm on site. |
| Location: | Ceredigion. Planning and administration to be carried out from home. |
| Responsible to: | Tir Coed – Dysgu am Goed Development Officer |
| Main purpose of the job: | To provide a high quality programme of school visits in local woodlands. |



Main responsibilities: Woodland education delivery

- Create engaging, hands-on sessions which deliver Tir Coed and RFS objectives and link to the Welsh National Curriculum at Key Stages 1 and 2 (both new and current curriculum)
- Uphold the highest standards in Health and Safety and Child Safeguarding: Ensuring risk assessments are carried out prior to visits and safeguarding procedures are followed at all times
- Answer enquiries by e mail, telephone and letter
- Attend training courses and meetings as required

Administration

- Maintain records of school visits planned and completed and woodland owners worked with
- Produce monthly written reports.
- Produce monthly invoices for visits delivered

With the Development Officer as required:

- Work with Tir Coed and the RFS to develop teacher training days, to enable teachers to deliver their own self-led woodland visits.
- Work with Tir Coed and the RFS as required to produce educational resources, website content and other marketing materials.
- Carry out marketing to schools. Standard marketing materials and support will be provided
- 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
- Develop relationships with RFS woodland owners to encourage them to open up their woods for educational use

Skills/competencies:

- Experience of teaching or working with primary age children
- Familiarity with the new & existing Welsh national curriculum at KS1 & KS2
- Understanding of woodland management and tree id skills
- Bilingual (Welsh / English)
- Ability to engage effectively with children from a wide range of backgrounds
- Excellent written and oral communications skills
- Strong personal organisation skills
- Ability to travel to woodlands and other venues, usually within 30-50 mile radius of home, but very occasionally further if required
- Alignment with the aims and ethos of Tir Coed, the RFS, and Teaching Trees
- Familiarity with health and safety and safeguarding practice regarding outdoor education
- Competent in use of e-mail and MS Office.

- Personal qualities:
- Creative
 - Enthusiastic and engaging teaching style
 - Reliable, self-motivated and comfortable to work on your own initiative
 - Propensity to work as part of a team which is widely spread geographically.
- Qualifications:
- A higher education qualification in teaching, ecology or environmental science OR qualification in arboriculture or forestry, level 4
 - Evidence of continuing professional development
 - Full driving licence.
- Previous experience:
- Experience of developing and delivering outdoor education
 - Experience of developing teaching resources
 - Experience of delivering training

Terms and conditions: This is a part time position, likely to be 1-2 short (4hr) days per week, delivering an agreed number of sessions during school terms, carrying out planning and administration, and attending team meetings and training as required. It requires flexibility to work very occasional evenings and weekends. The pay is £17.50 per hour, which will be paid monthly on receipt of invoice.

Travel will be reimbursed at standard rates from home (or Aberystwyth for out of county applicants).

The position is subject to satisfactory references, evidence of the right to work in the UK and an enhanced DBS check.

Applicants will be required to hold appropriate insurances. *If not held, Tir Coed can easily assist and potential applicants should not be put off by this requirement.*

This post will be offered on a fixed-term contractor agreement of 1 year, with a 6-month probationary period. Contract renewal and extension is dependent on funding and performance (funding is in place initially for two years of delivery).

Application process: To apply please send your bilingual: CV, covering letter explaining why you are interested in this position and how your skills and experience fit the requirements of the role, and the names and contact details of two referees by email to: Leila Sharland, director@tircoed.org.uk

The closing date for applications is 18 August 2017

Equal Opportunities:

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

