

# NATURE ACTIVITY LEADER

**21K pro rata**

**7.5 h/w, 12 month Fixed Term contract\***

**Based on location Pembrokeshire**

Tir Coed is seeking an experienced activity leader to help deliver woodland sessions to secondary school pupils in Pembrokeshire. The post-holder will assist the Nature Coordinator in both planning and delivering the course sessions, including practical skills in the outdoors, woodland carpentry and woodland management.

The woodland sessions have an emphasis on engagement and developing an excitement about learning, the natural world and woodland skills, and introducing students to potential future career options. The course aims to be accredited, and activity leaders will assist in ensuring content is delivered to enable students to achieve their qualification.

\*contract may be extended subject to funding.

If you are interested in applying for this position, please note the following process:

**Application:** Please send a covering letter (2 pages of A4) detailing specifically how you meet the essential, and any desirable, criteria of the person specification below and a short (max 2 page) CV to [admin@tircoed.org.uk](mailto:admin@tircoed.org.uk)

**Closing date:** 14<sup>th</sup> July

**Interview date:** TBC WC 2<sup>nd</sup> August

## JOB SPECIFICATION:

- Tir Coed has developed a nature based education and learning provision for Henry Tudor School.  
This role is to assist in the delivery of weekly accredited session to Henry Tudor students (year 7 to 9), in woodland skills and sustainable woodland management based at the School Woodlands in Pembroke.

- The sessions will be delivered in the woodlands within the grounds of the school, with a classroom available in the event of inclement weather.
- The activity leader will be expected to assist the nature coordinator to ensure the students undertake all activities needed to achieve their qualification.
- The activity leader will assist the nature coordinator in reviewing and evaluating the student's activities and achievements in order for them to complete their qualification.
- You will be a positive role model to the students, developing their skills and helping them explore and discuss different relevant career options through the course.
- You will adhere to Tir Coed health and safety policies to ensure activities are delivered in safe and appropriate way, including assisting in the risk assessment of the site and activities.
- Sessions will run on Tuesdays from 9am to 3pm, and activity leaders will be expected to set up / pack away at the start of each day. (8.30am to 4pm) You may be expected to assist in the collection of materials for activities on site.
- Occasional days may be needed for planning, evaluation or to assist with the course feedback, and if this cannot be completed on an available Tuesday or taken as Toil, it will be paid as overtime. There may also be opportunities for overtime at other sites in the county through the year.
- This is a pilot, and there may need to be changes in the delivery content as the project progresses.

## QUALIFICATIONS AND EXPERIENCE:

The following competencies are

## ESSENTIAL:

- The ability to lead groups, inspire trust and be mindful of individuals' wellbeing
- Professional experience of sustainable woodland management, and the social benefits of woodlands.
- Experience of delivering activities to a range of groups especially in an outdoor setting.
- Experience of conservation and outdoor activities
- Understanding of Health & Safety practices
- Experience of working with young people, and difficult to engage groups.
- Be available on Tuesdays through the year.

## DESIRABLE:

- The ability to converse fluently in Welsh
- The ability to organise, plan lessons/activities and time-manage effectively
- Experience of delivering accredited courses
- Carpentry skills / greenwoodworking skills / creating woodland structures

## OTHER:

You will ideally hold a current driving licence. We believe that a passion for our work supporting people and communities and improving woodlands for environmental, social and economic purposes will help you thrive in this role. The successful applicant will be expected to complete a DBS.

## ADDITIONAL INFORMATION:

### Salary:

The salary is £21k pro rata and is paid monthly in arrears.

### Hours:

This is a part-time post based on 7.5 hours per week (1 day - Tuesday). If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given or overtime.

### **Annual Leave:**

The post holder will have pro rata of 42 hours (5.6 days) annual leave a year, plus bank holidays on a pro rata basis.

### **Probation Period:**

A Probation period of 3 months will apply to ensure the post-holder is right for the post.

### **Location:**

Location of the post will primarily be based on site at Henry Tudor School or home based when required. Some travel within the region and occasionally further afield may be expected.

### **Travel and Subsistence:**

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

### **Benefits:**

The post-holder will be joining a supportive and hard-working team, driven by the desire to make a difference to their local communities and be part of a solution to some of the toughest issues our rural communities face; climate change, bio-diversity loss, nature deficit disorder, lack of economic opportunities, and ill health.

Additionally, Tir Coed offers:

- Pension scheme
- At least 2 'away days' per year visiting green spaces
- In-house and external training

- Bilingual, friendly and supportive team; dynamic and co-operative
- Opportunity to develop the role over time
- Flexible working available
- A secure, respected and experienced organisation with a 5-year strategic plan, exemplary delivery model and a clear vision and mission.

“LET’S BE PART OF THE SOLUTION TOGETHER”