



Job Description Full-time position

Job Title: Education Officer: various contracts.

Duration: Initially one year with a one year extension is successfully delivered.

Hours: Required to work Monday – Friday, 9am – 5pm with 1 hour lunch break.

Holiday Entitlement: 20 days per year and 5 days over the Christmas period.

Salary: £20,000 p.a.

Areas to be covered: The post holder will be expected to travel to various areas where contracts are held, currently these include Kirklees area, Sheffield and London.

Purpose and Scope (please refer to the part-time Job Description for the Kirklees project) – in addition to the duties listed in the Kirklees part-time position the post holder will undertake the following duties:

- The post-holder will coordinate and lead community-based physical activities using the natural environment to provide training in a wide range of skills and to develop peer support/friendship and social opportunities.
- The post-holder will deliver a programme of family sessions over the summer holidays in Waltham Forest, London.
- The post-holder will deliver Tadpoles in the Classroom activities to schools in Sheffield in Spring 2017.

Froglife Ltd, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: kathy.wormald@froglife.org



- The post-holder will deliver Leapfrog School activities as contracts are awarded. This can involve creating outdoor classrooms at schools and/or delivering a range of wildlife conservation focused activities in schools; delivering Wildlife Gardening Workshops; Swimming with Dragons activities; wildlife walks & talks and any other educational contracts that are awarded to Froglife.
- The post-holder will be expected to assist with securing contracts for relevant educational work.

For more information about activities delivered by Froglife please visit our website www.froglife.org

It is essential that the post-holder has a driving licence and preferably their own vehicle and that they are prepared to use their own vehicle for work purposes. A travel allowance will be paid for the use of own vehicle at .40p per mile.

The position will be on the proviso that the post-holder is eligible for a clean DBS check.

Other Duties:

- The post-holder will be expected to represent Froglife at relevant events and to promote the work of Froglife extensively.
- The post-holder will keep relevant web-pages up to date and will ensure that they contribute to Froglife's social media and other media outputs.
- The post-holder will be expected to act as a responsible ambassador for Froglife, promoting the organisation to external audiences, and representing our work with a wide range of individuals.

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