

Job Description and Person Specification

Position: Learning Officer.

Reporting to: CEO (until the return from maternity leave of the Education and Strategy Manager).

Duration: Fixed term until 31st August 2021 (possibility of extension dependent on funding).

Salary: £22,500.

Hours: 5 days per week (flexibility is required and working hours will include after school & Saturday sessions).

Annual Holiday Entitlement: 23 days rising to maximum of 30 days per year.

Office: Froglife's Head Office in Peterborough.

Geographical spread: Primarily delivered in Peterborough, Northamptonshire and Fenland however there is a requirement to deliver other sessions either within this region or in other regions.

Froglife is a national wildlife conservation organisation with a specific focus on the protection of amphibians and reptiles and their habitats.

Froglife is seeking to recruit a Learning Officer with a conservation & education background to manage the Peterborough, Northamptonshire and Fenland Green Pathways scheme and a range of other short term projects in this and other regions. This post will require travel and overnight stays.

The Learning Officer will take a leading role in developing and trialing a new model of delivery for our Peterborough, Northamptonshire and Fenland Green Pathways scheme. Green Pathways involves delivering nature conservation educational sessions working with vulnerable and disadvantaged young people. Through after school, lunch time, Saturday and holiday sessions, the young people will get involved in practical projects improving their local area,

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org

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including pond creation, wildlife surveys, wildflower planting and arts projects.

Please note the following targets must be met:

- 100 children 5-10 years old (over three years); to date we have worked with 60 children.
- 550 young people 10-15 years old (over three years); to date we have worked with 247 young people.
- 200 young people 16-18 years old (over three years); to date we have worked with 27 young people.
- 2-3 regular volunteers (at any one time during the three years)
- Target number of sessions to reach the above numbers will be approved once the Learning Officer has drafted a timetable for approval by the line manager. Sessions will include after school, school holidays and one full Saturday session per month.
- The Learning Officer will be responsible for organising one fundraising activity during the lifespan of the project to raise funds for BBC Children in Need as a thank you for the grant.
- The Learning Officer will be expected to spend at least 60% of their time delivering sessions and events.
- The Learning Officer has a target to raise £15,820 in co-funding for the project. This funding will be unrestricted and contribute towards operational and management costs of the organisation in delivery the project. This figure is based on full cost recovery calculations and is therefore a true reflection of the costs associated with this project. The Learning Officer will be supported in this by their line manager.

All sessions will be group sessions, no 1-2-1 sessions will be offered. For larger groups the Learning Officer will either be supported by referral agency staff, Green Pathways trainee or volunteers. It is the responsibility of the Learning Officer to ensure that where support for sessions is required, this is in place.

Froglife is proud of its green credentials and all staff are expected to use green forms of transport wherever possible.

Job Description

Principle duties and responsibilities:

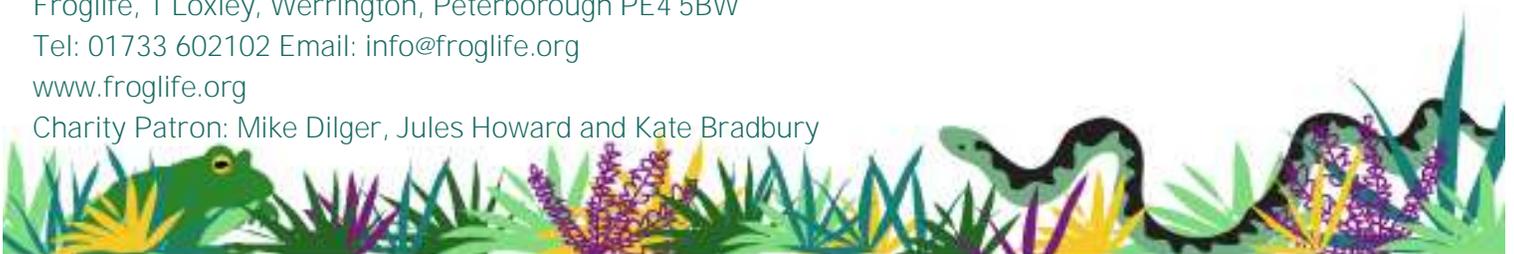
- Recruit volunteers to help with the delivery of the project.
- Plan, deliver and evaluate practical outdoor sessions and projects linked to the Froglife Curriculum for groups considered vulnerable and/or disadvantaged.

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- Using the Froglife curriculum to ensure sessions are packed with conservation messages, helping participants to appreciate amphibians and reptiles and enjoy the great outdoors.
- Involve participants in improving their local green spaces for people and for wildlife, making sessions interactive, positive and engaging for different target audiences.
- Build relationships and liaise with referral agencies, young people, green space managers and funders to ensure activities meet the needs of all stakeholders and ensure that those in need of the project are able to access sessions.
- Ensure that project targets are met, reporting back to donors and trustees through regular reports.
- Develop projects in response to evaluation and funding climate to ensure they adapt as required.
- Manage project budgets.
- Ensure that the project is being widely promoted and obtains good press coverage.
- Any other duties relevant to the project.

Other duties

- To contribute to the wider work of Froglife as required by senior management.
- To encourage and maintain professional standards
- To act as a responsible ambassador for Froglife

This job description is an indication of the breadth and requirements of the post. The post-holder will be expected to be flexible and accept that certain elements/priorities of the job description may vary as the project is delivered.

Person Specification

Essential criteria

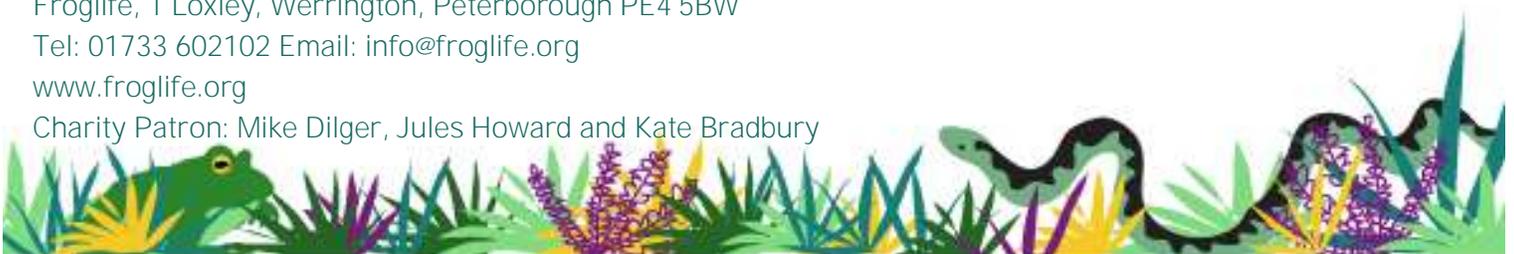
Knowledge

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- Good level of wildlife knowledge and identification skills including amphibians & reptiles.
- Practical understanding of wildlife gardening and habitat creation, restoration & management.
- Good knowledge of the geography, demographics, wildlife, herpetofauna, nature areas in Peterborough and the surrounding regions.
- Sound knowledge of the conservation sector and environmental issues
- Professional qualification in a relevant area of study.
- Proficient at using MS Excel, PowerPoint, Word and Outlook.

Experience

- Track record in delivering innovative and inclusive activities to attract wide ranging audiences including young people and leading groups in outdoor environments
- Experience working with challenging young people
- Experience in working with wide ranging partner organisations.
- Experience in writing successful funding applications.

Personal Attributes

- A willingness to work outside normal office hours, travel and stay away overnight when required.
- Self-motivated with can do attitude.
- Excellent organisation and communication skills.
- Sound financial acumen including experience in managing budgets.
- Willingness to offer support to Froglife outside main role

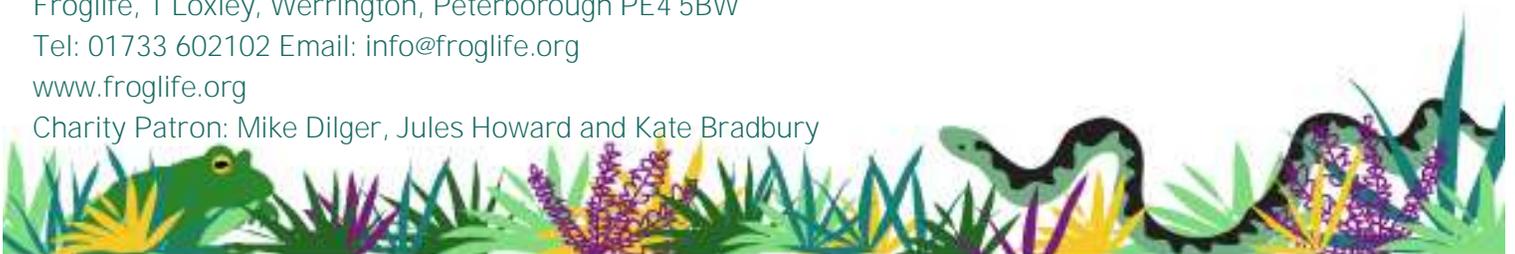
Note: This position requires a Disclosure and Barring Service check and Safeguarding Children Training

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Desirable criteria

- Driving licence and own car
- Confident using hand tools such as saws, loppers, drills etc.
- First Aid Qualification
- Experience in Safeguarding Children, training or desire to be trained before starting the post.

Deadline: 30th June 2020(midnight)

Interview date: TBC

Please send a two page CV and a covering letter showing how you match the essential criteria and your relevant experience to INFO@froglife.org

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