Job Description and Person Specification

Position: Learning Officer

Reporting to: Operations Manager

Duration: Fixed term until 31st March 2023 (possible extension dependent on funding).

Salary: £22,500 pro rata (actual salary £13,500)

Hours: 3 days per week (flexibility is required and working hours will include after school & occasional Saturday sessions).

Annual Holiday Entitlement: 23 days rising to maximum of 30 days per year (pro rata)

Office: Froglife’s Head Office in Peterborough.

Geographical spread: Primarily delivered in Peterborough, Northamptonshire and Fenland

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 deliver the Peterborough Green Pathways and Nature and Nourishment projects.

The Learning Officer will work with young people referred to Froglife by a range of partners who are working with vulnerable and disadvantaged young people. The role includes running conservation activities and craft activities with a wildlife focus, utilising Froglife's existing educational, training & habitat resources.

Sessions will be run during school hours (for Special Educational Needs groups), after school, during school holidays and, if needed, on Saturdays.

The young people will get involved in practical projects improving their local environment, including pond creation, wildlife gardening, wildlife surveys and arts projects.

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

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW
Tel: 01733 602102 Email: info@froglife.org
www.froglife.org
Charity Patron: Jules Howard, Kate Bradbury and Mya-Rose Craig

Froglife is the campaign title for The Froglife Trust, Registered Charity No 1093372 (in England & Wales) and SC041854 (in Scotland); Registered Company No. 4382714 in England & Wales. Registered Office: 1 Loxley, Werrington, Peterborough PE4 5BW.
**Job Description**

**Principle duties and responsibilities:**

- Plan, deliver and evaluate practical outdoor sessions and projects linked to the Froglife Curriculum for groups considered vulnerable and/or disadvantaged.

- Using the Froglife curriculum to ensure sessions are packed with conservation messages, helping participants to appreciate amphibians and reptiles and enjoy the 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.

- Book, run and evaluate school workshops for the Nature and Nourishment project, on the connections between nature and wildlife.

- Ensure that project targets are met, reporting back to donors and trustees through regular reports.

- Recruit and manage volunteers to help with the delivery of the project.

- Manage project budgets.

- Ensure that the work 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**

- 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, herptetofauna, nature areas in Peterborough and the surrounding regions.
- Sound knowledge of the conservation sector and environmental issues
- 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.

**Personal Attributes**

- Self-motivated with can do attitude.
- Excellent organisation and communication skills.
- Creative and enthusiastic
- A willingness to work outside normal office hours
- Willingness to offer support to Froglife outside main role
Desirable criteria

- Professional qualification in a relevant area of study.
- 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
- Budget management
- Social media experience

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

Froglife is a flexible, friendly workplace and welcomes people from all backgrounds.

To apply please send a curriculum vitae (no more than 2x pages) with a one page covering letter showing how you meet the person specification on the job description. Send your application to *vacancies@froglife.org* with your name and the post in the subject line

**Closing date:** 9am 5th April 2022

**Interviews:** Week commencing 11th April