

Outdoor Education Officer – Southside Schools Digging into Nature

Deadline for applications: 5pm on Tuesday 14th May

Interview date: Monday 20th May

Job Description

Hours: P/T 21 hours.

Salary: £15,264 (FTE £25,440) plus generous holiday allowance and 5% pension contribution

Contract: To start as soon as possible, fixed term until August 2020

Location: Toryglen Community Base.

Reporting to: Urban Roots Manager

Responsible for: Freelance workers, volunteers

Urban Roots is a thriving environmental and health improvement organisation working across the Southside of Glasgow. The Southside Schools Digging into Nature project will develop and deliver an ambitious outdoor learning project with five primary schools in Glasgow Southside. The post holder will be responsible for day to day management and delivery of the project.

The role will involve working with school staff to organise and deliver an exciting program of learning sessions at natural heritage sites local to the schools, to support teachers to plan other activities based on learning at the sites, deliver a program of twilight CLPL to the wider school communities and to produce learning packs to encourage ongoing use of the sites. The ideal candidate will hold a PGDE certificate or equivalent. Significant weekly travel will be required across the project locations.

This post is funded by Scottish Natural Heritage and the National Lottery Heritage Fund.

Main Responsibilities

1. Manage the delivery of the Southside Schools Digging into Nature project activities, which will contribute to embedding regular outdoor learning at natural heritage sites local to the project schools. This will include:
 - Working with teachers and pupils at five primary schools to deliver weekly learning sessions
 - Work with teachers to plan ongoing activities linked to CfE Outcomes and Experiences and the UN Sustainability Goals
 - Deliver Career Long Professional Learning (CLPL) sessions to teachers in the school clusters
 - Work with community groups, Glasgow City Council staff and other specialist organisations to deliver talks and Citizen Science activities as part of the sessions
 - Produce learning packs for the five project sites (this will be the focus of the post holder during school holidays)
2. Support volunteers, so they receive a valuable experience through Urban Roots, including training, enjoyment and a sense of achievement.
3. Promote the Digging into Nature profile and achievement within the local area to promote local heritage sites and organisations to schools and the wider community and to build a lasting legacy for the project
4. Work closely and in partnership with agencies including the schools, Glasgow City Council, local community based organisations, specialist national organisations and others as appropriate to develop the project activities.
5. Ensure that all activities adhere to Urban Roots' policies and procedures; with particular emphasis on health and safety procedures for practical project work and child protection procedures.
6. Manage project budgets and resources
7. Work with the Urban Roots Manager to ensure project monitoring, reporting and evaluation is carried out
8. Provide 'hands on' and day to day input into delivery as necessary.
9. Any other reasonable duties to perform the job role.

Person Specification

	Essential	Desirable
Education and Training (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Good general education to degree level or equivalent • 2 years minimum relevant work experience relating to the role • PGDE or other teaching qualification 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Experience of working in a school setting running outdoor education sessions • Experience of producing learning resources linked to CfE • Experience of designing and running CLPL sessions • Experience of project delivery in partnership with a range of statutory and third sector stakeholders. • Experience of organising and running community events • Experience of monitoring and evaluation • Experience of reporting to funders 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge and Understanding (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Knowledge and understanding of biodiversity • Knowledge of gardening including food growing • Knowledge of Curriculum for Excellence outcomes and experiences • Knowledge of UN Sustainable Development goals and Learning for Sustainability 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Skills and Abilities (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Good verbal and written communication skills • Good planning and organisational skills • Sound project management skills with good attention to detail • Good computer literacy • Ability to work on own initiative 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	
Personal Qualities (To be demonstrated at interview)		
<ul style="list-style-type: none"> • Commitment to the aims and objectives of Urban Roots • Friendly and personable • Commitment to equal opportunities and healthy and safe working practices • An interest in environmental issues • Willingness to work some evenings and weekends as required 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	