

Role profile



1 Job details

Job title:	Education Assistant (Kickstart) (Fixed-term for 6 months)
Team:	Education and Youth
Directorate:	Recreation Management and Learning
Post number:	TBC
Hours per week:	25
Grade:	National Minimum Wage
Base:	Town Hall, Avenue Road, Lymington
Accountable to:	Lead Education and Youth Officer
Car user:	Casual – use of mobile unit / pool vehicles
Does this post involve working with children and/or vulnerable people?	Yes
Key liaisons:	New Forest National Park Authority (NPA) staff, Forestry England staff and volunteers, partner organisations, the public.

2 Role summary

- 2.1 To support the work of the NPA's Education team with school and group visits to promote the understanding and enjoyment of the special qualities of the New Forest National Park.

3 Main duties and responsibilities

- 3.1 Assist the Education team with school and group visits including our online offer.
- 3.2 Support in the planning and delivery of activities as part of half-term and school holiday events with rangers and partner organisations.
- 3.3 Apply training received during this role to take on more responsibilities as appropriate opportunities arise e.g. plan, develop and lead activities or sessions.
- 3.4 Create, maintain and clean education resources.
- 3.5 Undertake a small, directed research project to inform our future work e.g. climate education opportunities, survey and feedback from local youth groups.
- 3.6 Publish a record of experiences for the New Forest educators blog.
- 3.7 Achieve a John Muir award.
- 3.8 Follow all health and safety procedures.

4 Problem solving

4.1 The post holder will:

- receive training in delivering the main duties.
- need to be capable of demonstrating initiative in order to deal effectively with unforeseen circumstances.
- be required to deal with simple enquiries, referring to the line manager or other team members if unsure.

5 Decision making

5.1 The line manager sets targets and objectives but the post holder will be required to act on their own initiative on occasion referring to the line manager or other team members for guidance.

6 Communication

6.1 Communication and listening skills for team working and interacting with the general public and partner organisations.

7 Working conditions

7.1 Works from an office base with some homeworking but will spend much of their time within and just outside the boundary of the National Park.

7.2 The working hours for this placement will be carried out over a maximum of 4 days. Some evening/weekend working would be desirable.

8 General

8.1 The post holder must at all times carry out their responsibilities with due regard to NPA policy and procedures.

8.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

9 Job description agreement

9.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

Person Specification

Education Assistant (Kickstart)

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
English GCSE at grade C / 4 or above or comparable in terms of experience	Y		A
Experience			
Experience of working outdoors	Y		A / I
Knowledge			
Knowledge of the natural and cultural heritage of the National Park		Y	A / I
Skills			
Good communication – face to face, written and video for online working, listening and responding to young people	Y		I / T
Organised, punctual, motivated, dedicated (willing to commit for length of contract)	Y		A / I
Competent in the use of IT and Microsoft Office	Y		A / I
Creativity – e.g. through art, storytelling, drama	Y		A / I
Impact and attributes			
Reflective – aware of own strengths and keen to improve and try new things with a desire to learn	Y		A / I
Passion and respect for the environment	Y		A / I
Valid driving licence with access to a vehicle and ability to navigate to remote locations	Y		A / I
Ability/facility to work from home	Y		A / I
Interest in working with young people	Y		A / I
Open minded – respectful, willing and interested to work with young people from diverse backgrounds	Y		A / I

Evidence assessed by key:

A = Application form
 I = Interview
 T = Task