

# Job Description

## 1 Job Details

<b>Job title:</b>	<b>Education and Youth Officer</b>
<b>Team:</b>	Access and learning
<b>Post number:</b>	P03007
<b>Hours per week:</b>	Up to 37
<b>Grade:</b>	Band 6
<b>Base:</b>	Lymington Town Hall
<b>Accountable to:</b>	Lead Education and Youth Officer
<b>Responsible for:</b>	N / A
<b>Indirectly responsible for:</b>	N / A
<b>Budget Responsible Officer (BRO):</b>	No
<b>Car user:</b>	Casual
<b>Politically restricted:</b>	No
<b>Does this post involve working with children and/or vulnerable people?</b>	Yes
<b>Membership of professional body required:</b>	No
<b>Key liaisons:</b>	New Forest National Park Authority (NPA) staff, NPA members, partner organisations including local authorities and wildlife conservation organisations, New Forest Educators' Forum, local education providers, local schools, youth groups and organisations, local community groups and members of the public, the New Forest Heritage Centre and other national parks.

## 2 Role summary

- 2.1 To assist the Lead Education and Youth Officer in implementing the NPA's strategy for working with the formal education sector and its engagement with young people.
- 2.2 To help deliver the NPA's formal and informal education activities for the promotion of understanding and enjoyment of the special qualities of the New Forest, taking forward this key aspect of the second purpose of National Park designation.

## 3 Main duties and responsibilities

- 3.1 Liaise with the Lead Education and Youth Officer to share out the main duties and responsibilities to ensure the smooth running of the NPA's education and youth service.

- 3.2 Assist in the preparation, development, implementation and review of the NPA's education and youth strategies and policies.
- 3.3 Develop resources and activity packs for use by the formal education sector, youth organisations and by families.
- 3.4 Assist with planning and delivery of early years sessions.
- 3.5 Lead sessions for students in Key Stages 1 to 4.
- 3.6 Deliver post 16 Education courses (including universities).
- 3.7 Help develop and deliver education and youth engagement projects, e.g. science, health and well-being and sustainable development.
- 3.8 Assist the coordination of the New Forest Educators' Forum and agreed joint projects, providing support to all providers of National Park related education programmes.
- 3.9 Help ensure the NPA's activities reach groups of people believed to be underrepresented in the New Forest (young people, people with disabilities, and people from deprived or black and minority ethnic communities).
- 3.10 Help ensure that the experiences are of a consistently high standard.
- 3.11 Liaise with and support other members of staff across the full range of understanding and enjoyment activities and in other teams to help ensure consistent and coordinated delivery of the NPA's key messages to appropriate audiences.
- 3.12 Assist the development and delivery of the NPA's work experience programme.
- 3.13 Help to populate and maintain the Schools and Groups area of the NPA's website, and contribute to other sections of the NPA's website used by the wider engagement team.

#### **4 Problem solving**

- 4.1 Able to develop, interpret and apply new concepts and ideas.
- 4.2 Effective in developing partnerships with external stakeholders.
- 4.3 Take initiative, analyse problems, and amend procedures and practices within their area of work, in conjunction with the Lead Education and Youth Officer.
- 4.4 A commitment to the highest standards of customer care, and to the achievement of professional, timescale and financial targets will often require an appropriate prioritisation of work and the need to manage a heavy workload in an effective manner, focussing on key priorities without day-to-day supervision.

#### **5 Decision making**

- 5.1 Act on own initiative and take decisions related to the development of education projects and work programmes. In line manager's absence, other decisions outside of the post holder's own knowledge area should be referred to other managers.
- 5.2 Make decisions about the most effective ways to manage own workload. This will involve reconciling competing interests in accordance with the NPA's aim to develop continuously to achieve excellence.

#### **6 Operational responsibility**

- 6.1 Responsible for leading education and youth engagement sessions, in both indoor and outdoor environments

- 6.2 Responsible for project work.
- 6.3 Management of tasks which will involve teamwork with colleagues in the NPA and outside organisations.
- 6.4 Lead others (e.g. school staff and NPA rangers) in the delivery of curriculum-related and youth activities when teamwork is required for sessions in schools and outside.

## **7 Communication**

- 7.1 Skilled in communicating to a range of audiences, especially the users of the National Park (residents and visitors, including young people) and especially in the formal education sector where differentiated resources and approaches will be needed based on the needs and abilities of the audience.
- 7.2 Oral presentation skills to represent the NPA effectively at operational activities and to deal with members of the public and partner organisations.
- 7.3 Written skills using plain and correct English in reports and correspondence
- 7.4 Inter-personal skills with a wide range of staff throughout the NPA and with a diverse range of partners including NPA members, local community groups, the media and the general public.

## **8 Working Conditions**

- 8.1 The majority of the work is office-based, though there will be regular travel for site visits and meetings, and occasional work outside normal office hours in order to attend events and evening meetings of the NPA and meetings with stakeholder groups.
- 8.2 The Education and Youth Officer has specific responsibility which involves working directly with young people (and may at times also involve working with vulnerable adults) and will require appropriate checks.
- 8.3 The position may involve contact with people with differing views to the NPA's.
- 8.4 Requires occasional lone-working in relatively remote locations; woodlands, heathland and the coast.

## **9 General**

- 9.1 The post holder must at all times carry out his/her responsibilities with due regard to NPA policy and procedures.
- 9.2 All staff have a responsibility to participate in the NPA's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

## **10 Job description agreement**

- 10.1 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.

**Job holder**

**signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager**

**signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Person Specification

## Education and Youth Officer

Criteria	Essential	Desirable	Assessed by
<b>Education / qualifications</b> A degree, (professional qualification or equivalent) in a discipline closely related to the responsibility of the post (e.g. education)		Y	A
A teaching qualification		Y	A
<b>Experience</b> Demonstrable professional experience in a similar role, including teaching in a range of environments	Y		A/I
Experience of working with partner organisations from the public, private and/or voluntary sectors	Y		A/I
Experience in project management		Y	A/I
<b>Knowledge</b> Awareness of the National Curriculum and current trends in education	Y		A/I
Knowledge and awareness of stakeholder/partner organisations working within the fields of environmental education and lifelong learning	Y		A/I
Knowledge and understanding of National Park and protected area issues		Y	A/I
<b>Skills</b> Excellent communication skills, demonstrating an understanding of audience needs	Y		A/I/T
Ability to work unsupervised, combined with good team-working skills	Y		A/I
Good analytical and organisational skills with experience of managing own workload to meet deadlines	Y		A/I
Good IT skills and knowledge of current systems including Microsoft (Word, Excel, Outlook)	Y		A/I
Good customer service skills to interact effectively and professionally with external and internal customers.	Y		A/I
<b>Impact and attributes</b> Full driving licence and access to a vehicle	Y		A/I
Ability to understand the need to treat sensitive information confidentially	Y		A/I
Ability to work outside office hours	Y		A/I
Public and political awareness in sensitive situations		Y	A/I

Evidence assessed by key: A = Application form I = Interview T = Testing/assessment