



Education Officer post (Maternity leave cover)

The Woodlands Farm Trust, at 89 acres one of the largest city farms in the country, needs to recruit an Education Officer in a Maternity Leave cover post starting in October 2019 (date to be agreed). This is a highly successful part of the farm's work and offers an incredibly diverse and lively job. Our current programme enables over five thousand children to visit the farm each year from schools and community groups ranging in ages from nursery to secondary. Our holiday activities gave great fun to over a thousand children and our Thursday Toddler club runs successfully with about 30 families visiting each week.

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| Job title | Education Officer – initial 9 month contract |
| Salary | C £25,000 pa |
| How to apply | Please send CV and covering letter either by email: maggie.jones@thewoodlandsfarmtrust.org Or by post to The Woodlands Farm Trust, 331 Shooters Hill, Greenwich, DA16 3RP marked "For the Attention of Maggie Jones" |
| Closing date | Thursday 12 September 2019 |
| Interview date | Friday 20 th September |
| Reports to | Farm Project Manager in conjunction with Trustee carrying HR responsibility |
| Key responsibilities | <ul style="list-style-type: none"> • Delivering activities to school and community groups in a safe, effective and engaging manner, using existing programme templates, making use of the expertise and help given by the Education Volunteer Team • Designing, advertising and delivering appropriate child-friendly events in school holidays and at Farm events (4 per year) • Plan and run weekly toddler club • Manage the admin for School and group bookings and room hire as well as working alongside farm administrative volunteers on general farm enquiries/administration • When the opportunity arises, designing new activities at the farm, ensuring that, where appropriate the activities have relevance to the National Curriculum • Manage resources, ensuring they are available for activities and that they are properly cleaned and stored afterwards. |

Tel: 020 8319 8900

Website: www.thewoodlandsfarmtrust.org

A company limited by guarantee, registered in England and Wales

Company No. 3039299

Charity No. 1051680

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| | <ul style="list-style-type: none"> • Ordering new resources in an economical and timely manner. • Monitoring and recording invoicing, receipt of fees and subscriptions, according to current procedures and ensuring these are delivered to the Finance Officer. • Reporting on activities on a two-monthly basis to the Farm Board of Trustees • Undertaking any other activities which may reasonably be required in the promotion and management of the Farm Education service | |
| Person Specification | | |
| | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> • Educated at degree level in an appropriate discipline | <ul style="list-style-type: none"> • Teaching or training qualification • First aid certification |
| Experience | <ul style="list-style-type: none"> • Working with young people in an educational setting | <ul style="list-style-type: none"> • Working with young people in an environmental, conservation or farming setting • Working with volunteers |
| Skills and knowledge | <ul style="list-style-type: none"> • Ability to work with a team and inspire others • Excellent communication skills • An organised and methodical approach to work • Day to day IT skills • Ability to manage own workload, prioritise and carry through. | <ul style="list-style-type: none"> • Conservation and environmental knowledge |
| Personal qualities | <ul style="list-style-type: none"> • Willingness to work outside in all kinds of weathers • Willingness to work outside existing hours (time off in lieu will be arranged) • Current DBS check or willingness to undertake one as soon as appointment agreed | |

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