

Job Description



Title:	Education Assistant
Salary:	£23,000 - £26,000 pro-rata depending on experience (plus 9% Employer's Contribution and Life Insurance Scheme)
Contract:	Fixed Term – 2 years
Hours:	Part-time. 3 days per week
Location:	Wessex RT Head Office in Salisbury/hybrid working
Responsible to:	Senior Education Officer

Background

Wessex Rivers Trust (Wessex RT) is an environmental charity, dedicated to the protection and conservation of rivers and chalk streams in the Wessex area. Wessex RT is part of the Rivers Trust movement; the umbrella organisation helping to protect and enhance most of the UK's rivers. The Trust acknowledges that education and engaging with a wide and diverse audience is essential to sustain long-term interest in our local chalk streams and empower local communities to take ownership of these precious rivers. To deliver on this ambition, the Trust offers an exciting and dynamic education programme to all areas of Wessex. The Trust also attends public events and carries out "pop-up" events throughout the area.

Wessex RT is seeking to recruit an Education Assistant to support the continued growth of the education team with the delivery outputs across different projects, working with schools, children's youth groups (for example Scouting and Guiding) and events.

The successful candidate will be educated to degree level or equivalent and will have experience of working with young people in an outdoor environment.

Job Summary and Purpose

The Education Assistant will support the team with the development and delivery of the education programme for schools, uniformed groups, and home education groups across the Wessex area, which includes communities around the Rivers Test, Itchen, Hampshire Avon, Dorset Stour, East Hampshire, New Forest and the Isle of Wight, as well as wider engagement and communication work with communities.

The main purpose of the role is to increase the knowledge and understanding of children and adults in relation of chalk streams; to empower them to take action to conserve water at home/school and to understand our collective responsibility to look after our rivers. We are looking for an enthusiastic person who is passionate about the environment and building opportunities for children and wider communities to engage with river conservation.

Duties and responsibilities

1 Education		
1	Support the delivery of the Trust's curriculum-linked primary school education programme throughout Wessex (including outdoor river sessions, classroom sessions and interactive assemblies)	
2	Support the delivery of project linked outdoor river sessions to youth groups (including evening sessions to those in Scouting and Guiding)	
3	Assist in the development of the education programme to KS3 and above	
4	Contribute to the development of an exciting and diverse range of education activities that align with and support relevant areas of the National Curriculum	
5	Maintain high standards of safety and welfare for learners, education volunteers, teachers, and the local community	
6	Supervise education volunteers when they are supporting sessions	
7	Assist the Senior Education Officer and other education staff with organising and managing the Education/Engagement resources	
8	Assist in data collation, analysis and reporting to ensure project activities are evidenced	

2 Community Engagement		
1	Assist at public events to educate the public about their local river	
2	Contribute to the development of exciting community engagement events	

3 Contributing to the work of the Wessex RT		
1	Contribute to delivering the Trust's wider objectives	
2	Contribute to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation	
3	Undertake other duties that may be appropriate to the position from time to time e.g. communications	
4	Positively contribute to the reputation of the Trust	

Person specification

1	Qualifications and required knowledge	Essential	Desirable
1	A degree, or comparable qualification or experience in Environmental Science/Ecology/Geography or Education, or related discipline	X	
2	A good knowledge of, or background in, the environmental or conservation sectors	X	
2	Sound knowledge of the school system and the National Curriculum		X
3	Knowledge of river ecosystems: ecology and species		X
4	Aware of environmental issues impacting chalk streams and rivers in general		X
5	An understanding of the principles of engaging with and involving children, young people and adults in nature conservation	X	

2	Experience	Essential	Desirable
1	Experience of working in outdoor education		X

2	Producing and/or working with a range of educational materials and media	X	
3	Good time and task management experience	X	
4	Proven record of organising and delivering events to different audiences		X
5	Working with volunteers or community groups from a range of backgrounds		X
6	Experience of working according to Safeguarding and wider Health & Safety policies / legislation	X	

3	Skills and competences	Essential	Desirable
1	Good IT skills, including use of Office 365 and social media	X	
2	Able to communicate with a wide range of audiences	X	
3	Excellent administrative and organisational skills	X	
4	Understanding the needs of schools and teachers		X
5	Ability to manage workload effectively and prioritise to demanding timelines	X	

4	Personal attributes	Essential	Desirable
1	Adept at creating positive, professional relationships with a wide range of people	X	
2	Ability to communicate with the media		X
3	Highly resourceful and creative, with a proven ability to solve problems	X	
4	Ambitious, self-motivated and target driven and able to work on own initiative	X	
5	Genuine enthusiasm and passionate about educating people about chalk streams in the Wessex region	X	

Miscellaneous

Whilst Wessex RT has adopted a hybrid way of working, there is an expectation to work from our head office in Salisbury depending on project delivery.

The post will involve travelling throughout Wessex (East Dorset, Wiltshire, Hampshire, Isle of Wight) and transporting equipment necessary for session delivery, therefore a full UK driving licence and access to own car is essential. Mileage expenses will be paid at 45p per mile as set out in HMRC's Approved Mileage Allowance Payment.

Some evening and weekend work will be required, for which time off in lieu will be given.

We will also require the successful applicant to undergo an enhanced DBS check and provide satisfactory references.