

# Job Description



<b>Title:</b>	Education and Engagement Manager (P/T)
<b>Salary:</b>	£31,000 – £35,000 (pro-rata) plus 9% Employer’s Pension Contribution
<b>Contract:</b>	Permanent
<b>Hours:</b>	Part-time, 0.6 FTE (3 days per week)
<b>Location:</b>	Wessex RT Head Office, Salisbury plus home working
<b>Responsible to:</b>	Chief Executive Officer

## Background

Wessex Rivers Trust is an environmental charity dedicated to the conservation of rivers and chalk streams in Wessex, working towards healthy rivers for wildlife and people. We look at ways to improve local rivers for wildlife and work within catchment partnerships to help achieve their aims. Educating the public about the importance of our rivers increases their value to people, and ultimately builds support for the future of these fragile environments.

Wessex Rivers Trust works across six main catchment areas, the Dorset Stour, Hampshire Avon, Test and Itchen, East Hampshire, New Forest streams and the Isle of Wight, with an office in Salisbury.

The Trust is seeking an Education and Engagement Manager to oversee the growing Education and Engagement team, to support staff and to develop, and help source funds for the Education and Engagement Strategy.

## Job summary and purpose

The Education and Engagement Manager will be responsible for overseeing and ensuring the effective delivery of the Wessex RT’s Education and Engagement Programme, comprising of education delivery, volunteering, and communications.

The role will oversee the development of education programmes for schools, uniformed groups, and home education groups around the Wessex area, as well as wider engagement and communications work with communities and the public. This will include coordinating delivery through the management of staff and volunteers and stewardship of resources.

Furthermore, the Education and Engagement Manager will work with Trustees and other Trust staff to develop and maintain a funded programme which complements other delivery programmes and builds the reputation of the Trust and its work.

## Duties and responsibilities

<b>1</b>	<b>Education</b>
1	Oversee the delivery of the Trust's portfolio of education programmes, ensuring good practice is followed.
2	Manage the Senior Education Officer and Education Officer through monthly catch ups and biannual reviews.
3	Alongside education staff, continue to develop effective booking processes and communication methods within the dynamic team.
4	Lead the Education Programme outside of directly funded project areas, including promoting and resourcing sessions. Coordinate session delivery alongside the Senior Education Officer.
5	Lead on small projects, with education elements, such as Wildlife and Heritage Trails.
6	Develop and promote the Education and Engagement strategy, through liaison with Trustees and potential funders. Source and apply for funding for the Education programmes laid out in the strategy.
7	Maintain external network connections, such as the Rivers Trust's Education Community of Practice, to learn from and contribute to effective education delivery.
8	Monitor, record, and evaluate the effectiveness of the education programmes through feedback from learners, teachers and other participants and report findings to partners and funders.
<b>2</b>	<b>Communications and Events</b>
1	Oversee the day-to-day wider engagement and communications activities of the Trust.
2	Manage and support the Communications and Events Officer through monthly catch ups and biannual reviews.
3	Support staff working on events and communication projects, ensuring correct training, knowledge, and PPE.
4	Source and apply for funding for the communications and events programmes laid out in the strategy.
<b>3</b>	<b>Volunteer Management</b>
1	Oversee and support staff in volunteer recruitment, training, management and administration
2	Lead or assist volunteer tasks when needed.
<b>4</b>	<b>Health and Safety</b>
1	Uphold key relevant areas of policy and compliance, notably Safeguarding and Health & Safety personally and across a team.
2	Maintain high standards of safety and welfare for staff, volunteers, learners, teachers and the local community.
3	As the Deputy Designated Safeguarding Lead (DDSL), support the Trust's Designated Safeguarding Lead (DSL) by overseeing the development, and delivery of, the Trust's safeguarding policies and procedures
4	Oversee the DBS process of staff and volunteers, ensuring all who require checks have them carried out in a timely manner.
5	Attend, contribute to and pass information from regular Health and Safety meetings.
6	Ensure all education and engagement risk assessments are up to date, reviewed and relevant to each task undertaken by the team.
<b>6</b>	<b>Contributing to the work of the Wessex RT in general</b>
1	Contribute to the Trust's wider objectives where relevant, undertaking other tasks suitable to the role from time to time.
2	Positively contribute to the reputation of the Trust through excellent external liaison and partnerships.

## Person specification

1	Qualifications and required knowledge	Essential	Desirable
1	Educated to a degree level in a relevant field of environmental science / education or equivalent	X	
2	Sound knowledge of the school system and the National Curriculum		X
3	Knowledge of river ecosystems: ecology & species		X
4	Aware of environmental issues impacting chalk streams and the freshwater environment.		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	Demonstrate substantial experience of working in outdoor education		X
2	Producing and/or working with a range of educational materials and media	X	
3	Line management of staff and / or volunteers	X	
4	Good time and budget management, including successful fundraising	X	
5	Proven record of organising and delivering communications and events at different scales and to different audiences		X
6	Working with volunteers or community groups from a range of backgrounds	X	
7	Implementation of Safeguarding and wider Health & Safety legislation	X	

3	Skills and competences	Essential	Desirable
1	Good IT skills, including use of Office 365 & 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	Naturally 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 rivers in Wessex	X	

## Miscellaneous

The post will involve travelling throughout the Wessex area (Hampshire, Wiltshire, East Dorset and Isle of Wight) and therefore a full UK driving licence and use of own vehicle is essential. Mileage expenses will be paid at 45p per mile as set out in HMRC's Approved Mileage Allowance Payment. Occasional evening and weekend work may be required. We will also require the successful applicant to undergo a DBS check and provide satisfactory references.