Job Description - Education Officer
(1 Year Fixed Term Contract with possibility of extension if funding allows)

Responsible to: Education Team Manager
Hours of work: 37.5 hours per week - 1 year Contract
Salary: (£18,500 - £19,674)

This post is subject to a check with the Criminal Records Bureau

Main Responsibilities

- Delivery of the schools residential and day visits programme with a key role of teaching classes of under 18s children and young people
- Work within the education team to develop activities, writing itineraries and evidencing learning outcomes
- Prepare and manage resources and teaching areas in advance and ensure efficient set up and set down of learning spaces
- Support the effective marketing of the education service
- Assist with administration associated with education bookings and enquiries

Tasks

- Take an active role in teaching under 18s delivering a wide range of topics
- Work closely with the other members of staff to achieve shared learning objectives, developing programmes and writing itineraries for the team
- Develop, manage and maintain teaching resources for the schools programme
- Develop and deliver outreach and training programmes
- Maintain knowledge and understanding of key trends in schools curriculum and outdoor learning to ensure education delivery is in line with current practice
- Understand and implement risk management policies and procedures to ensure education users, staff and visitors are safe
- Assist the administrative assistant in co-ordinating delivery of the residential service managing bookings and enquiries by phone, via email and in person
- Undertake other duties and tasks appropriate to the role and as directed by the Education Team Manager.
- Some weekend work and out of core hours work will be required in line with the needs of a residential service