

Forest+ School Leader Maternity cover



Job Description

Responsible to:	Adult Courses Coordinator
Hours of work:	9.5 hours a week, with potential for additional hours going forward subject to funding
Salary:	£19,000 per annum pro rata

This post requires some weekend working and is subject to a DBS check.

Main Responsibilities

- To develop new potential for the Sustainability Centre's Forest School provision
- To run a Forest School group for toddlers and deliver Forest School Taster Days for adults
- To work with partnership organisations and schools to develop additional Forest School programmes at the Centre
- To coordinate bookings for Forest School Leader Training and develop CPD courses for Forest School leaders
- To promote and market Forest School at The Sustainability Centre effectively
- To host a number of weekend adult courses (approximately one per month), providing support to course tutors and participants
- To contribute to the development of the Sustainability Centre's Education Programme to improve and develop the service

Key Tasks

- Deliver a high quality parent and toddler Forest School on a weekly basis during term-time
- Deliver 3 Forest School Taster Days a year for adults
- Promote the Centre's Forest School activities effectively, through the Centre's website and social media
- Coordinate bookings on the Centre's Forest School Leader training courses, providing a point of contact for potential participants and liaising with the course tutor
- Continue to develop the Centre as a hub for Forest School, providing CPD for Forest School leaders and building on the Centre's current Forest School programme delivery, in particular developing new programmes with partners and schools
- Provide a high level of customer service
- Provide an effective hosting service to tutors
- Manage Forest School bookings, payments and enquiries over the phone, via email and in person using the Centre's bookings database.
- To work within the budgets set and agreed with the Adult Courses Coordinator.
- Work closely with the other members of staff to achieve shared objectives.
- To undertake other duties and tasks appropriate to the role and as directed by the Adult Courses Coordinator.