**Care Farm Education and Wellbeing Officer**

**Job Description and Person Specification**

**Reports to:** Care Farms’ Assistant Manager

**Contract:** Permanentterm time (40 weeks)

**Hours:** 15 hours per week working days Monday and Friday

**Based at:** Lakeside Care Farm, Oaksey

**JOB PURPOSE**

To make a major contribution to the delivery of Wiltshire Wildlife Trust’s (WWT) Strategic Goals:

* *improving health and wellbeing through connection in and with nature*
* *providing opportunities for Wiltshire’s children and young people to experience the joy of nature and nurture a lasting interest in nature*

**DIMENSIONS**

There are no line management or budgetary dimensions to this post.

**MAIN DUTIES AND RESPONSIBILITIES**

The main duties and responsibilities may include all or some of the below:

1. Deliver, plan and help evaluate one-to-one nature-based therapeutic activities for children, young people, and adults with additional needs, social and communication difficulties, mental ill-health, and those needing emotional support.
2. To report to the Safeguarding Leads any concerns you have regarding the welfare of a student
3. Support and maintain excellent relationships with schools, partners and funding bodies
4. Record children and young people’s achievements, developments and concerns in line with the agreed reporting process
5. Assist with animal care, horticulture, grounds maintenance and housekeeping as required
6. Lead and/or assist the setting up, running and clear up of activities and events.
7. Work with the Assistant Managers and Care Farms’ Manager to develop good communication links and ensure information is being shared appropriately about participant engagement and development
8. Support the Trust’s work as an accredited provider of AQA training
9. Help to maintain and develop accurate monitoring, evaluation and reporting systems as required by the Trust, funders and partners
10. Where agreed, to deliver and help plan and evaluate a range of nature-based programmes and activities for child and youth organisations during school holidays
11. To help cover sessions at The Willows Care Farm on an ad hoc basis if appropriate
12. Any other duties as may be reasonably requested

**Other**

1. Maintain an understanding and commitment to the delivery of the Trust’s Strategic Plan
2. Comply fully with the Trust’s policies and procedures as detailed in the Staff Handbook
3. Comply fully with the Trust’s Health and Safety policies and procedures, including adherence to dynamic risk assessment protocols
4. Comply fully with the Trust’s Safeguarding policies and procedures
5. To champion the importance of environmental learning and education and the work of the Trust and the achievements of our students and users.
6. Attend and complete training (*e.g.* Team Teach, First Aid, Safeguarding), team meetings, TD days, staff conferences and briefings as required
7. Carry out any other duties as may be reasonably requested

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

This post has arisen due to the continuing success of Wiltshire Wildlife Trust’s Care Farm provision at Lakeside on Lower Moor Nature Reserve and The Willows near Melksham. Each provides one-to-one nature-based therapeutic activities for children, young people, and adults with additional needs, social and communication difficulties, mental ill-health, and those needing emotional support.

**WORKING RELATIONSHIPS**

It is imperative that positive relationships are maintained with colleagues, students, parents/carers and commissioners, as well as members of the public and, where required, WWT staff from other areas of the Trust.

**KEY CHALLENGES**

A key challenge will be working one-to-one with children, young people and adults with additional and complex needs using a person-centred approach. A further key challenge will be to undertake this on a daily basis throughout the seasons in what can be an emotionally and physically challenging role.

**SCOPE FOR IMPACT**

There is scope to contribute to increasing the Trust’s commercial income in this role enabling the expansion of existing services and the development of new strands of educational services.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| Qualifications |  | * A recognised Level 4+ qualification in a relevant subject * A recognised teaching qualification. * Team Teach trained * Forest School Level 3 qualification * Outdoor First Aid qualification * Special Needs training |
| Experience | * Extensive experience of working with and delivering activities to children, young people and/or adults on a one-to-one basis * Experience of working with individuals with special and complex needs, poor mental health and/or behaviours that challenge * Experience of delivering outdoor learning activities * Knowledge of Health & Safety requirements/Risk Assessments * Good working knowledge of, and commitment to, the principles of safeguarding and child protection | * Experience of working with schools * Experience of undertaking practical activities such as horticulture and woodworking * Experience of Forest School sessions * An understanding of conservation and sustainability issues |
| Skills | * Good organisation and time management skills * Ability to prioritise and meet deadlines * Ability to adhere to safeguarding and health and safety requirements * Must be able to work on own initiative and take responsibility | * Creativity * Training and Development Skills. |
| Personal attributes | * Excellent communication skills, both written and verbal * Ability to motivate others, particularly young people * Ability to enthuse all about the natural world * Ability to engage and communicate with a wide range of people * Ability to work as part of a small team and independently * Sense of humour |  |
| Additional requirements | * Ability to work outside in all weathers in what can be a physically and emotionally challenging outdoor environment * Willingness to occasionally work unsociable hours, including evenings, Bank Holidays and weekends |  |

Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

*THE REHABILITATION OF OFFENDERS ACT*

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job.

**YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS.**

**This role involves engaging in regulated activity with children, thus if the applicant is barred from engaging in this activity it is an offence for them to apply.**

If successful, you will be required to apply for a Disclosure and Barring Check from the Disclosure & Barring Service. The level of check required for this job is an Enhanced Disclosure for children and adults.

A copy of our Policy Statement and Code of Practice is available on request.