**Job Description**

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| **Job Title:** | Environmental Education Officer |
| **Location:** | Groundwork Offices, Wrexham |
| **Responsible to:** | Project Manager |
| **Length of contract:** | Permanent subject to funding |
| **Number of hours per week:** | 37.5 hours with some evening and weekend work |
| **Salary:** | £19,700 - £21,660 dependent on skills & experience |
| **Purpose of the job** | |
| To provide education, energy advice and environmental activities to a diverse audience ranging from school children to senior citizens.  This multi-faceted role will:  Deliver advice to tenants and homeowners about energy efficiency, reduction of fuel bills, well-being advice and guidance, energy bill swapping and assisting with the fitting of simple energy efficiency measures where appropriate.  Work with school groups, volunteers, youth groups and unemployed clients in the delivery of a wide variety of outdoor, environmental, educational, community and engagement support projects, programmes and initiatives.  This post will report to the Project Manager and be part of the team based in our Wrexham office. | |
| **Summary of Main Responsibilities** | |
| **Programme Delivery**  Arrange and carry out home visits to residential properties, providing advice to tenants and homeowners about energy efficiency, reduction of fuel bills, well-being advice and guidance, energy bill swapping and assisting with the fitting of simple energy efficiency measures when required.  Support the delivery of a wide variety of other community, environmental, carbon reduction and educational projects across teams as required.  Work with community groups, residents’ associations, business representatives and schools to develop engaging ways for all sectors of a community to become involved in environmental and behaviour change projects and programmes.  support the delivery of our wide range of education programmes to both primary and secondary school groups.  Collect evidence to support records of learning and achievement of participants linked to the attainment of accredited qualifications, ensuring quality, processes and evidence requirements of Awarding Bodies and funders are adhered to where necessary and/or appropriate.  Work flexibly as part of a team and across teams, including occasional weekend working.  Assist with improvements and on-going maintenance of the Education Centre.  Assist with resource management including: day to day enquiries, taking bookings, ordering stock and resources, marketing and promotion, school/client liaison and running of the shop.  **Business Development**  Generate ideas and assist with putting together necessary documentation and gathering evidence in support of funding bids for projects and programmes as required.  **People Management**  Induct, train, supervise and support assistants, trainees, volunteers and work placements in the delivery of projects and activities, providing and documenting 1:1 support and supervision sessions.  **Financial Management**  Obtain quotes, handle petty cash and order project materials and services as directed within allocated budgets ensuring correct expenditure.  **Administration**  Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.  Maintain project administration and keep accurate project records.  **Marketing & Communication**  Attend and contribute to project and team meetings as required.  Represent the Trust professionally, to internal and external contacts as requiring assisting with the promotion of projects and the broader activities of the Trust.  **Performance Monitoring & Reporting**  Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.  Be aware of all targets and performance measures relevant to your business area and support the team to achieve them.  Ensure Trust evaluation form/s have been completed at every opportunity possible and submitted to the Business Development team on a regular basis.  **Other Duties**  Ensure compliance with the Trust’s Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.  Be responsible for any equipment used including cleaning and maintenance.  Any other reasonable duties as may be requested by your line manager.  This list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team. | |
| **Person Specification** | |

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|  | **Essential** | **Desirable** |
| **Knowledge & Experience** | * PGCE or Level 3 Award in Education and Training or equivalent. * Experience of working with children and young people and groups who are isolated, socially excluded or disadvantaged. * Experience of delivering energy awareness and behaviour change programmes, or community based/environmental projects and activities. * Excellent IT Skills. * Understanding of health & safety and its application in work practices. | * IOSH Working Safely * Midas Certificate * First Aid Training * City and Guilds 6176 Energy Awareness or equivalent (or prepared to undertake). * Understanding of the National Curriculum for Wales. * Child protection training and understanding of safeguarding requirements * Autism Awareness * Knowledge of STEM subjects |
| **People** | * Commitment to equality and diversity. * Experience of supervising volunteers**.** * Ability to motivate others. * Ability to explain and train assistants, trainees, volunteers and work placements in work task and duties. * Ability to work with vulnerable individuals in a 1-1 and group setting. * Ability to understand and empathise with complex personal issues. * Empathy with children and young people with a range of special educational needs (SEN). | * Knowledge and understanding of the factors affecting the lives of young people. * Acknowledge and support SEN by adapting sessions to ensure inclusive to all. |
| **Judgement & Initiative** | * Ability to work on own initiative and lead and work as part of a team. * Confident, enthusiastic and self-motivated. * Ability to plan and prioritise workload effectively to meet set deadlines. * Good organisational skills * Confident and enthusiastic. |  |
| **Communication** | * Excellent written and verbal communication skills. * Ability to communicate effectively with the public and volunteers. * Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations. * Able to present to and teach groups of people. | * Ability to communicate through the medium of Welsh. |
| **Resources** | * Ability to handle petty cash, obtain quotes and order project materials and services as directed. * Ability to keep accurate project records. * Ability to record and ensure accurate records of expenditure. |  |
| **Confidentiality** | * Understanding of the importance of confidentiality. * Ability to maintain confidentiality as required. |  |
| **Other** | * Ability to demonstrate the qualities ‘Genuine, Reputable, Enterprising, Energising & Needs Driven’ in line with Groundwork North Wales’ GREEN values. * Full driving licence. * Appreciation and understanding of Welsh heritage and culture. |  |