

LINCOLNSHIRE WILDLIFE TRUST**JOB DESCRIPTION: SENIOR EDUCATION & COMMUNITY OFFICER**

Post Title:	Senior Education & Community Officer
Location:	Whisby Education Centre, Whisby Nature Park, Lincoln
Responsible to:	Head of Public Engagement & Communications
Responsible for:	Education & Community Officers Volunteers Externally contracted cleaning and maintenance staff
Job Objectives:	To deliver inspiring environmental education and community activities

KEY TASKS

- A. Develop a programme of environmental activities and other education events for formal and informal education parties and members of the public.
- B. Manage the operation of the education centre ensuring it is a welcoming, safe and inspiring place to visit.
- C. Plan and deliver a curriculum based programme of teaching for primary, secondary, further and higher education students.
- D. Motivate, support and supervise staff and volunteers, oversee rotas, duty cover and work schedules, and arrange appropriate training.
- E. Promote the Trust, Nature Park and education centre and its activities through a variety of means including social media, website, visitor information and site interpretive materials.
- F. Manage finance, bookings and associated records, and undertake general office admin.
- G. Ensure appropriate health and safety, visitor management, child protection and other statutory provisions along with excellent customer service.
- H. Oversee maintenance and management of the buildings and education grounds in liaison with other staff, volunteers and contractors, and undertake health and safety checks and daily cleaning of equipment.
- I. Write reports and provide management information.
- J. Provide evening and weekend cover for centre events, room hire and public opening as part of a rota.
- K. Ensure the Trust maintains excellent working relationships with external partner organisations, notably the Natural World Centre and District Council.
- L. Undertake health and safety work within the Trust's General Policy on Health & Safety and in accordance with specific policies and codes of practice for sites, risk assessment, procedures and best practice as amended from time to time.
- M. Undertake other reasonable duties from time to time in addition to the above normal duties.