



JOB DESCRIPTION EDUCATION AND COMMUNITY OFFICER (MATERNITY COVER)

Location	Far Ings National Nature Reserve, Barton upon Humber
Responsible to	Senior Education and Community Officer (Far Ings)
Job Purpose	To work with the Senior Education and Community Officer to deliver engaging education, community engagement and visitor experience programmes at Far Ings National Nature Reserve, helping connect people with nature and wildlife.

KEY TASKS

- A. Plan and deliver a programme of fun and engaging nature based educational activities for schools, nature clubs, visitors and families.
- B. Provide information and advice for teachers and leaders and take bookings, supported by the Senior Education and Community Officer.
- C. Assist with promotional and marketing activity, including through the use of social media.
- D. Assist with the organisation, development and delivery of an interpretation and community events programme.
- E. Assist with the recruitment and supervision of a team of 'public engagement' volunteers who work in the visitor centre and on the reserve. Help to organise rotas and ensure cover for times when the centre is open.
- F. Help deliver a welcoming and engaging visitor and education centre experience that excites wide ranging visitors about nature and wildlife.
- G. Manage the room hire system, take bookings, set up rooms for meetings and keep records.
- H. To carry out day-to-day operations in the visitor centre including locking and unlocking and, in consultation with the Senior Education and Community Officer, assist with building checks, maintenance and repairs.
- I. Assist with general office administration.
- J. To assist with the monitoring and evaluation of educational and visitor provision at Far Ings.
- K. Undertake appropriate training and professional development, supported by senior staff.
- L. Undertake duties in accordance with the Trust's health and safety policies, risk assessments, procedures and safe working practices. To promote the welfare of children, young people and vulnerable adults and undertake duties in accordance with the Trust's safeguarding policies and procedures.
- M. In addition to the above normal duties, to undertake any other reasonable duties as required to support the work of the Trust.