



# Job Description

## Education and Engagement Officer

**Reports to:** Head of Working with Communities

**Purpose:** Developing and delivering a programme of education and engagement targeted at schools and local communities.

**Location:** Hybrid work at home and in the office based in Leatherhead with regular travel across the South East, primarily in South London Surrey.

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### **We are looking for a passionate candidate to help connect children and communities with nature and inspire the next generation of river guardians.**

In the last 20 years, we have inspired 20,000 pupils about rivers, providing high-quality education that stimulates a lifelong passion for nature. Our ambition is to reach as many people as possible in the South East, to teach and show them the importance of rivers, and how everyone can all play a part in restoring healthier, thriving rivers.

As our Education and Engagement Officer, you will inspire children and their families through a range of fun, hands-on activities that connect them to our amazing rivers and their wildlife.

You will be responsible for delivering the Trust's education programme – Project Kingfisher – leading sessions in indoor and outdoor settings that follow the National Curriculum and promote environmentally friendly behaviours. Our focus at the South East Rivers Trust is on active learning, encouraging children to learn through experiences and play. You will need to employ a range of teaching strategies to ensure pupils are engaged and all participants are able to access the learning. You will reach out to schools and build relationships to promote the scheme and increase bookings.

Alongside this, you will deliver a range of community events designed to inspire and connect communities and families to their local river. This could mean running stalls at local events, delivering guided river walks, talks to community groups or running family activities.

As part of the Working with Communities Team, you will support the delivery of a range of projects, ensuring communities and schools are engaged with our work. This might involve arranging a planting event for local schools at one of our restoration projects, or delivering a series of information talks on the importance of chalk streams. You will be able to contribute innovative and creative ideas to project development and help influence the Trust's overall outreach strategy.

## Key duties & responsibilities

### 1. Working with schools

- Deliver a programme of outdoor and indoor education sessions to schools connecting pupils with their local river.
- Be responsible for the budget, promotion and marketing, bookings process, and planning for school sessions.
- Develop content and resources for the Trust, including improving the existing offer to schools based on feedback and best practice.
- Attend and represent the Trust at education events, conferences, and activities to present and promote our projects and encourage collaboration and engagement such as careers fairs, STEM events, education, and youth conferences.

### 2. Working with communities

- Develop, plan, and deliver a range of community events, engaging communities with their local river and promoting environmentally friendly behaviours.
- Build relationships within the local community with local groups and other partners to further the Trust's reach.
- Contribute creative ideas in the development of new projects to reach communities and connect people with nature.
- Support the Trust in securing grants or business sponsorship to deliver education and engagement work.

## Person specification

### Essential

- ✓ At least two years' experience teaching children, both in indoor and outdoor settings
- ✓ Excellent public speaker, confident communicating environmental issues effectively to a range of audiences
- ✓ Excellent organisational and admin skills, with good attention to detail
- ✓ Good interpersonal skills, confident building productive relationships particularly with schools
- ✓ Experience of designing and producing engaging communication materials for a range of audiences (children, families, community groups)
- ✓ Proficient IT skills, particularly MS Office and design software such as Canva
- ✓ An understanding of Health & Safety and Safeguarding issues and mitigating risks particularly when working outdoors with children
- ✓ Ability to work flexibly, with frequent evening and weekend days
- ✓ Valid driving licence and own car, insured for business use
- ✓ Suitable, safe home working environment

### Desirable

- ✓ Qualification in teaching
- ✓ Experience designing education sessions that are linked to the National Curriculum
- ✓ Expertise and working knowledge of rivers and freshwater habitats
- ✓ Knowledge of the rivers and their catchments in the South East
- ✓ Experience securing grants or business sponsorship

**The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.**