



JOB DESCRIPTION

Clumps Club Leader

Salary: £10.50 per hour

1. JOB PURPOSE

Working alongside the current education team you will be involved in delivering and supporting the Clumps Club holiday activities to children.

2. DIMENSIONS

- Reporting to the Education Manager.
- Responsible for the organisation, and delivery of the Clumps Club activities
- The trust will agree with the individual the number of hours they are to work a week, this peripatetic role allows the individual the flexibility to work around their own schedule. The Trust foresees several individuals delivering the programmes.
- Responsible for delivering and supporting the educational content of the programmes

3. BACKGROUND INFORMATION.

The Earth Trust is based in South Oxfordshire and manages an estate of 1,200 ha, including Little Wittenham Nature Reserve, a conservation farm and a new woodland dedicated to forestry research. The Trust promotes conservation through exemplary land management, education and land science.

As the Clumps Club Leader you will be delivering one of the Trust's innovative and exciting programmes to children of 8 to 12 years old. You will possess the imagination and skills to inspire others in environmental issues or to enjoy the environment they live in.

Supported by the other staff at the Trust the Clumps Club Leader will work under their own initiative to design and deliver the sessions on the Earth Trust. Groups of up to 30 children will be led by two leaders.

This role is subject to completing a valid CRB check.

Clumps club is on six days in 2012 but could be expanded for 2013 if ideas and demand is available.

Easter Holidays: 2 days: Monday 2nd April, Tuesday 3rd April

Summer Holidays: 4 days: Monday 30th July to Thursday 2nd August

PRINCIPAL ACCOUNTABILITIES

The Clumps Club Leader will be required to:

Develop and deliver innovative environmental education programmes in a variety of settings for example.

- Holiday clubs at the Trust and other settings
- Keep a record of hours worked

Also they will

- Monitor and evaluate the effectiveness of their delivery and Child's learning experience
- Have a valid driving licence
- Undertake risk assessments as deemed necessary
- Ensure health and safety policies are properly observed and followed
- Keep records of events and to liaise with the Education team on participatory numbers

5. REPORTING ARRANGEMENTS

You will report directly to the Education Manager.

WORKING RELATIONSHIPS

Directly working with education team and other members of the Trust staff, you will be engaging with children, families and individuals from the general public.

6. PERSON SPECIFICATION

	Essential	Desirable
Knowledge and experience		
An interest in Environmental Issues	X	
Experience of teaching Primary and Secondary age groups in both formal and informal settings	X	
Clean driving licence and use of own vehicle		X
Designing and creating educational materials		X
Awareness of the National Curriculum		X
Knowledge of environmental education		X
Skills		
Able to multi-task effectively	X	
Able to manage own workload independently	X	
Creative skills		X
An awareness of relevant health and safety issues and risk assessments		X
CRB checked	X	
1st aid certificate		X
Ability to inspire others in the environment	X	
Personal attributes		
Outgoing personality	X	
Able to work with a wide range of audiences	X	
Have a flexible approach	X	
Willing to work under own initiative	X	
Be able to inspire children	X	
Maintain punctuality	X	
Willing to work within a team	X	

Additional Information. This role could be combined with the Green Birthday Party Coordinator part time role.