



## **GREEN BIRTHDAY PARTY ORGANISER JOB DESCRIPTION**

### **1. JOB PURPOSE**

The Green Birthday Party Organiser will be responsible for the planning preparation and delivery of innovative and exciting activities for Green Birthday Parties.

### **2. KEY CHALLENGES**

- To provide a safe and well planned party outdoors
- To give children an exciting time in their local landscape

### **3. PRINCIPAL ACCOUNTABILITIES**

- To help with the marketing of Green Birthday Parties to increase their uptake
- To develop new ideas and themes, to increase the current repertoire offered.
- To be responsible for the planning and preparation of the parties and to keep a record of them and any evaluation carried out.
- To ensure that risk assessments are written and adhered to.
- Be responsible for the equipment needed to run each party.

### **4. BACKGROUND INFORMATION.**

The Earth Trust has been running Green Birthday Parties for over 10 years.

### **5. BUDGET RESPONSIBILITY**

The budget will be the responsibility of the Education Manager, reporting directly to the Director of Land, Learning and Engagement

### **6. REPORTING ARRANGEMENTS**

The Green Birthday Party Organiser will be a member of the Education Team at the Earth Trust, and will report directly to the Education Manager, Earth Trust.

### **7. WORKING RELATIONSHIPS**

The Green Birthday Party Organiser will work within the ethos of the Earth Trust, the Education team and the Trust's Strategic Plan 2011-16.

## 8. PERSON SPECIFICATION.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	Have knowledge of the countryside.	
<b>Experience and skills</b>	Have an awareness of Health and Safety and Risk Assessments.	Have knowledge of Environmental Education
	Be a good communicator.	First Aid Certificate
	Have the ability to interest people of all ages in the environment	CRB checked (a new CRB check will also need to be completed at the expense of the Trust
	The ability to think creatively.	
<b>Personal attributes</b>	Enjoy working with children outside	
	Be passionate about the environment	
	Have a flexible approach	
	Maintain good punctuality.	

Salary:

Payment of £35 for each green birthday party, including VAT and including set up and clear down time. The Green Birthday parties last two hours, with roughly 20mins at the start and end to setup and clear up.

Should a party be cancelled by a parent after a booking is confirmed a payment of £5 is available to recognise the time spent taking the booking and in preparation for it.

Other information.

This job could be combined with the clumps club leader position in one part time role.