

Job Description

LOCATION	Office based in Clandeboye Estate, Bangor. Working primarily from home you will travel throughout NI on a daily basis.
JOB TITLE	Forest School Awards Officer
SALARY	£20-£23k per annum
HOURS	37.5 per week
RESPONSIBLE TO	General Manager, Northern Ireland Forest School Association (NIFSA)
MAIN PURPOSE OF THE JOB	To organise and deliver Forest School sessions to schools and organisations across Northern Ireland. Also, assist Clandeboye Nature Rangers as and when required, especially during school holiday periods.

Main Functions

1. To liaise directly with schools and youth organisations to organise Forest School sessions in their own community.
2. To deliver Forest School sessions to schools and youth organisations across Northern Ireland. This will involve daily travel across Northern Ireland.
3. Record and present all Forest School sessions to funders and organisations involved.
4. Maintain the Forest School Awards website.
5. To assess the competence of teachers and youth leaders ensuring they are competent to achieve their Forest School Leader Level 3 qualification.
6. Promote the activities of NIFSA via social media and other platforms.
7. To represent NIFSA and the Learning Without Walls programme in a professional manner at all times.
8. To organise Forest School Starter Kit Bags for schools and youth organisations.
9. To produce and present Nature Ranger Certificates to children involved in the programme.
10. To be responsible for the day to day financial administration and monitoring requirements where appropriate.

11. To work within an agreed budget.

12. To initiate close liaison with schools, youth groups, Councils, and other related agencies.

13. To ensure that all legal and statutory requirements are implemented, and provide reports as required.

14. To attend meetings/training as appropriate and keep up to date with current developments and practice.

15. To carry out all responsibilities and activities within an equal opportunities framework.

16. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Job Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>A minimum of 2 years' experience of working with children.</p> <p>Experience of working with children in an outdoors environment</p>	Experience of working in a nursery/school/youth group environment	CV/interview
Education and Training	<p>First Aid Qualification.</p> <p>Willingness to undertake Forest School training</p>	<p>Teacher Training qualification</p> <p>Health & Safety training</p> <ul style="list-style-type: none"> • Evidence of Child Protection training • Forest School training 	Certificates/ CV/interview
Special knowledge and skills	<p>Ability to supervise a group of children outside in all weathers.</p> <p>Good communication and organisational skills.</p> <p>Tact and diplomacy skills.</p> <p>Conflict resolution abilities</p>		CV/interview/ references
Any additional factors	<p>Full clean driving licence.</p> <p>Access to a vehicle.</p> <p>Self-motivated and enthusiastic.</p> <p>Patient, tolerant and friendly approach.</p> <p>Enhanced AccessNI (after</p>		CV/Interview/ references

	appointment). Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		
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