



Job description

Job title: Learning Manager (Children & Young People) (Maternity Cover)

Team: Communities & Engagement

Working base: Avon Wildlife Trust HQ, 17 Great George Street Bristol BS1 5QT with all Avon Wildlife Trust owned or managed sites (and partner sites within the West of England for outreach projects)

Responsible to: Head of Communities and Engagement

Responsible for: Youth Officers, Outdoor Learning Tutors, contractors and volunteers

Overall purpose of job

Develop and manage Avon Wildlife Trust's (the Trust) Learning & Youth programmes, providing inspiring and inclusive opportunities for children and young people to connect with and learn about nature, and actively support nature's recovery.

Main responsibilities

- Develop and maintain a thriving programme for children and young people at our sites and in the community, including planning and resourcing, budgeting, reporting, monitoring and evaluation.
- Manage the Trust's Folly Farm learning programme – training and supporting tutors to provide inspiring, inclusive and safe residential and day visits for schools, liaising with visiting schools and the Folly Farm Centre team, and evaluating and improving programmes.
- Manage and develop our inclusive youth programme to ensure positive outcomes for young people from under-served communities in our region – supporting Youth Officers to plan and deliver a wide range of activities for ages 14-25, and leading the development of Green Shoots, our youth-led nature reserve alongside colleagues and partners.
- Support delivery of learning sessions at Folly Farm, Grow Wilder and other settings when required.
- Develop opportunities to extend the impact of our work with children & young people, including contributing to funding applications, working with colleagues across the Trust, partners and potential funders.



Job specification

Management and Supervision

- Recruitment and management and training of a team of learning delivery staff and youth officers, including seasonal tutors
- Recruitment, management and supervision of external tutors, contractors and volunteers.

Accountability and Resources

- Direct responsibility for the development and delivery of the Trust's Learning and Youth programmes, including project management, planning, reporting, and evaluation.
- Working with the Development Team and the Head of Communities & Engagement secures and maintains funding streams e.g. grants, contracts and partnership work to support programmes, including earned income from learning centres. Plans, controls and monitors project budgets, equipment and resources within designated departmental budgets.
- Responsible for implementing health & safety & safeguarding protocols for the Learning and Youth programmes.

Job Impact

- External impact through the provision of a programme designed to inspire and enable children and young people to connect with, learn about and take action for nature
- Ensures that the Trust achieves and maintains its reputation and credibility as an engaging, safe & innovative provider of nature-based learning in the West of England.
- Advocates for young people, ensuring meaningful and inclusive opportunities are created across the Trust that enable young people to develop leadership skills and influence decisions
- Identifies and develops new opportunities for the Trust's Learning and Youth programmes, increasing the impact of our work and contributing to the achievement of our vision.
- Prioritises equality, diversity & inclusion and actively focuses on diversifying programmes by creating partnerships and opportunities for and with under-served children and young people.

Independence and Judgement

- Takes a lead role in the development of the Trust's Learning and Youth programmes
- Works with a high level of autonomy, demonstrating independence and confidence in decision-making whilst also ensuring that development is in line with Avon Wildlife Trust's strategy and charitable objects.

Commented [LM1]: any volunteers involved with the learning programme delivery?

Commented [JD2R1]: we have volunteers in the youth programme



People and Contacts

- Works with children, schools, families, youth and community groups, planning and adapting programmes to meet learners' needs.
- Engages and influences strategic partners, decision-makers and funders to support delivery of Children & Young People programmes in line with the Trust's strategy.

Creativity and Innovation

- Uses knowledge of the sector and skills in partnership working to adapt existing programmes & co-create new programmes which use innovative & creative approaches to engage & inspire children, young people, schools & families from under-served communities.
- Supports delivery staff to find creative solutions to challenging or changing circumstances during planning and delivery of sessions.

Working conditions

- Work is a combination of indoors and outdoors
- Some physical outdoor work in all weathers
- You may be required to work from Avon Wildlife Trust's hubs and at a range of locations around the West of England area.
- Regular travel to Folly Farm, Grow Wilder (Green Shoots) and other sites within Avon.
- Some evening and weekend work as necessary (TOIL awarded)
- Optional home working by prior agreement with your line manager
- You will not be required to work outside of the UK.



Person specification

E = essential criteria. D = desirable criteria

Please note - we have robust safeguarding procedures in place. This post is subject to a successful enhanced DBS (Disclosure and Barring Service) check, and we will require two workplace references.

Experience

- Substantial and varied experience of curriculum-linked teaching at primary and/or secondary level (E)
- Experience of developing and delivering outdoor learning activities for children and/or young people (E)
- Experience working with underserved young people (E)
- Experience of managing or supervising people (E) ideally including managing people working remotely (D)
- Experience of managing projects (E) and developing projects (D)
- Experience of partnership working with education settings, youth organisations and/or community partners (E)

Competence, knowledge and skills

- Understanding of teaching and learning theories and techniques and good practice in outdoor learning (E)
- Knowledge of the education and youth sector, including the national curriculum, policy and trends (E)
- Wildlife identification skills and understanding of environmental issues (E)
- Understanding of child health & safety & safeguarding requirements (E)
- Understanding of SEND, inclusion and diversity in the context of children, young people and nature (E)
- Excellent teaching skills and ability to communicate effectively with a wide range of people (written and verbal) (E)
- IT skills, including Microsoft Office package (E)
- Ability to motivate others, advocate, negotiate positive outcomes (E)
- Organised, with demonstrated ability to work to deadlines (E)
- Ability to work independently using own initiative and judgement, as well as in close co-operation and collaboration with others (E)
- Hold a full driving licence and access to a car for business use (D)

Commented [LM3]: potentially off putting - use simpler language

Commented [LH4R3]: Have changed it

Commented [LM5]: do you want to say something specificity about SEND? And differentiated learning / learning styles? Meeting needs of etc?

Commented [LH6R5]: added



Personal qualities

- Commitment to the Trust's vision and strategic objectives (E)
- Ability to inspire and lead a team (E)
- Enthusiasm and self-motivation (E)
- Tact, diplomacy and integrity (E)
- Interest in the natural world and its conservation (E)
- Willingness to work outdoors, and weekends/ evenings as appropriate (E)

Committed to our values:

- Passion – we behave with belief and passion for the cause, recognising the urgency we face.
- Inspiration – we recognise our role in enabling, empowering, and inspiring all people to take action for nature.
- Innovation – we know that to achieve change we must use our initiative, push boundaries, and challenge ourselves to improve our knowledge and understanding