

Appointment of an

**Environmental Education**

**& Care Farming Officer**

**37.5 hours per week**

**Working Wednesday – Sunday**

**Salary: £22,000**

Based on our organic farm, the Magdalen Environmental Trust provides outdoor environmental education to children and adults, and therapeutic / respite opportunities to people with more complex needs.

We work with a wide range of people including schools, families, charities and schools from across southern England. We are a leading Care Farm and are growing this provision. You can learn a lot about us from our website: www.magdalenfarm.org.uk

The aims of our education programme are to help people make better decisions about how they interact with their environment and with nature, and to provide opportunities for those people, particularly children, to develop a love of nature. If they don’t love it, they won’t value it. Working with schools, (providing environmental education, Forest Schools and personal development for children), is our main activity through much of the year, and the main focus for this vacant post.

Personal development is also a key outcome, not least within our Care Farming services. Many of our Care Farming clients live extremely difficult and demanding lives. Our aim is to help them improve their mental and emotional resilience, and their ability to overcome these difficulties.

On the following pages you will find: The timetable for recruitment

The Job Description

The Person Specification

The Application Form

If you need to move house in order to work for us, we will be happy to provide temporary accommodation on site while you house-hunt.



Please contact me with any queries: [giles@magdalenfarm.org.uk](mailto:giles@magdalenfarm.org.uk) 0146030144

Good luck and I look forward to reading your application.

Giles Aspinall, Chief Executive, Magdalen.



**Timetable for Recruitment:**

Closing date for application forms: 4th October 2019

Candidates invited to interview 7th October 2019

Interviews and practical teaching assessment 22nd October 2019

Job Description

|  |  |
| --- | --- |
| Job Title | Environmental Education and Care Farming Officer |
| **Reports to** | Learning and Wellbeing Manager |
| **Department** | Learning and Wellbeing |
| **Job roles** | 1. To deliver environmental education to visiting groups - mainly primary school children but also to people with special needs and others. These will be a mixture of one-day visits and residential visits. Activities will include:  * Basic farm jobs * Fire lighting activities and campfire singing * Forest School activities * Orienteering and mapping * Low ropes course * River and stream investigations * Sensory activities * Team building * Arts and crafts * Off-site visits to the coast and local countryside * Rural studies (informal and curriculum-related) * Conservation projects * Teaching about wildlife, the environment and sustainability * Other activities of a similar nature  1. To lead programmes of Forest Schools activities in school grounds, (using your own car to get there and back, and to transport equipment). 2. To make written records of events and observations during Forest School sessions, and some other weekly visits for children / adults with disabilities. 3. To ensure the safety and welfare of visitors in your charge. 4. To manage and liaise with visiting teachers accompanying school groups prior to, during, and after their stay. 5. To work closely with members of the Learning & Wellbeing team, including:  * Co- staffing activities for large groups of children, or groups of visitors with complex needs. * Writing risk assessments, preparing resources, and designing educational activities. * Ensuring that the equipment and areas used for education are of a high standard and a safe working environment.  1. To work with other members of Magdalen staff outside the Learning and Wellbeing team on areas such as planning and marketing. 2. To occasionally visit schools and talk with parents in advance of the school’s visit to us. 3. To make a positive contribution towards Magdalen’s overall business and team plans / strategies with particular relation to environmental education. 4. To act as a member of the Magdalen staff team, covering tasks when necessary and carrying out any additional work reasonably requested by the Chief Executive, to meet the charity’s objectives. |
| **Hours** | 37.5 per week, with Time Off In Lieu given as required.  Normal working days are Wednesday - Sunday |
| **Working Relationships** | Internal: Learning and Wellbeing Manager, Chief Executive, Farm Education Officer, Organic Kitchen Gardener, Part-time Tutors, Business Manager, Hospitality Manager, Cooks. |
| *External:*  Primary school teachers, visiting group leaders. |
| **Additional Notes:** | Like all Magdalen posts, the holder must act within the law and in accordance with Magdalen Policies and procedures.  This post is subject to an enhanced DBS check, and is classed as Regulated by the Independent Safeguarding Agency, meaning that the post holder must not be barred from working with children or vulnerable adults. |



Person Specification

|  |  |
| --- | --- |
| Essential criteria | **Desirable criteria** |
| Experience of working with children in an outdoor setting | Qualifications in Forest School and/or Teaching |
| Understanding of environmental issues and sustainability | Experience of animal care and / or horticulture |
| Enthusiastic and able to motivate others | Practical Skills using tools |
| Able to   * Work on your own, unsupervised. * Work in a team and independently * Work well under pressure * Adapt and be flexible * Be active outside all day * Remain positive and in control of large groups of children * Communicate effectively with colleagues | Experience of   * Working with vulnerable children * Working with young carers. * Youth work |
| IT literate in Microsoft Office applications |
| Ability to relate activities to the national curriculum at key stages 1 – 3 |
| Good organisational skills and time keeping |
| A non-smoker or able to go for very long periods without smoking. |
| Understanding of safeguarding of children and vulnerable adults, and an enhanced DBS check |
| A driver with access to a car or van, able to drive in connection with employment. |

**CONFIDENTIAL**

**The Magdalen Environmental Trust**

**Application for Employment**

Please expand boxes and attach additional sheets where necessary

Please complete **all** sections

Position applying for

Where did you see the position advertised ……………………………………….................................

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | | | | | | | |
| Surname Telephone Number (Home)  First Names Telephone Number (Mobile)  Address E-Mail Address    National Insurance Number    Postcode | | | | | | | | | | |
| **2. Education and Qualifications** | | | | | | | | | | |
| School / College / University etc | | | | Qualifications (state level and subject) | | | | Dates | | Grades |
|  | | | |  | | | |  | |  |
| **3. Present / Most Recent Employment** | | | | | | | | | | |
| From | | | To | | | Name and Address | | | | |
|  | | |  | | |  | | | | |
| Job Title | | | | | | | | | | |
| Reason for Leaving | | | | | | | | | | |
| Period of Notice Required | | Key Responsibilities | | | | | | | | |
| Present Salary | |
| **4. Previous Employment** | | | | | | | | | | |
| Date From | To | | Name and Address of Employer | | | | Job Title | | Reason for Leaving | |
|  |  | |  | | | |  | |  | |
| **5. Information in Support of your Application** | | | | | | | | | | |
| Please explain how you meet the requirements of the person specification,  (Please use continuation sheet) | | | | | | | | | | |
| **6. Other Information** | | | | | | | | | | |
| Please note any other employment you would continue if you were successful in obtaining this position      Do you hold a current full driving licence? Yes ❑ No ❑  Do you have regular use of a vehicle? Yes ❑ No ❑  Please give details of any penalty points and / or driving ban in the last five years | | | | | | | | | | |
| **7. Health and Medical History** | | | | | | | | | | |
| How many days absence from work (or college) due to illness have you had in the last two years? | | | | | | | | | | |
| **8. References** | | | | | | | | | | |
| Name | | | | | Name | | | | | |
| Address | | | | | Address | | | | | |
| Telephone | | | | | Telephone | | | | | |
| Position | | | | | Position | | | | | |
| May we contact him / her prior to interview  Yes ❑ No ❑ | | | | | May we contact him / her prior to interview  Yes ❑ No ❑ | | | | | |
| **9. Declaration** | | | | | | | | | | |
| I declare that the information given on the application is, complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  I agree that should I be successful in this application, The Magdalen Environmental Trust will apply to the DBS for an enhanced disclosure, should the disclosure not be satisfactory any offer of employment may be withdrawn or employment terminated.  Signed (or emailed) Date | | | | | | | | | | |
| **Please return this form to:**  Staff Recruitment  Magdalen Environmental Trust  Magdalen Farm  Winsham  Chard TA20 4PA  Telephone 01460 30144 rebecca@magdalenfarm.org.uk | | | | | | | | | | |