# Job Description

## Identification of Job

### Job Title

Outdoor Learning Officer

### Function

Operations

### Responsible to

Community and Wellbeing Manager

### Responsible for

Volunteers and placements

### Budgets Held

Outdoor Learning Budget c. £50k plus restricted projects funds secured to support delivery.

## Overall Purpose of Job

To support the development and lead on management of projects which promote outdoor learning in the National Forest. The postholder will build strong and outcome driven relationships with schools, education partners, funders and providers to increase skills and capacity within the sector. This will include coordinating support to enable schools and other providers in the Forest to become more independent in their delivery of outdoor learning and to increase participation from schools in urban and deprived areas.

## Main Responsibilities

### Partnerships and collaborative working

1. To develop effective education networks and partnerships to strengthen collaborative approaches which will maximise opportunities for outdoor learning in the National Forest. This will include working with early years providers, primary and secondary schools, pupil referral units, special schools, forest school and outdoor learning providers, woodland owners, outdoor attractions eg Conkers Discovery Centre, Rosliston Forestry Centre, and others.
2. To work with the Community and Wellbeing Manager to develop strategic relationships with funders, government departments, local authorities, NGOs, and others to raise awareness of the benefits of outdoor learning and tailor provision to maximise the educational and wellbeing outcomes for young people.

### Creating a Forest for Learning

1. To engage with early years, primary, and secondary school within the National Forest to promote and support delivery of outdoor learning programmes that are regular and year‑round, and to advocate for its inclusion within school improvement plans and strategies.
2. To establish, support and promote ‘Champion Schools’ as a demonstration of best practice across and beyond the National Forest helping to advocate for the benefits of outdoor learning.
3. To identify training needs and work with training bodies to coordinate and promote a programme of high quality and relevant training for teaching staff across the National Forest, linking to appropriate organisations such as the Forest School Association, Forest Education Network, and relevant AIM accredited centres.
4. To map schools and outdoor spaces across the Forest to match education opportunities with suitable wooded learning spaces, broker relationships, and identify and address needs and gaps in provision.
5. To promote and support the creation or enhancement of wooded and natural learning spaces in school grounds through small grants.
6. To facilitate the development of outdoor learning programmes for secondary schools that support SEND/alternative provision and progression to volunteering and employability.
7. To explore and develop opportunities for schools to use the National Forest for residentials and field study, developing resources as needed.
8. To ensure that National Forest outdoor learning programmes increase diversity and inclusivity through participation and contribute to the health and wellbeing of young people.
9. To collate and disseminate best practice, stories, lessons learnt, and celebrate achievements.

### Project development and management

1. To maintain an up-to-date knowledge of national policy and research in relation to outdoor learning and environmental education to ensure continuous improvement of NFC programmes.
2. To work closely with the Community and Wellbeing Manager to support the development of funding proposals and applications to secure funds for project delivery.
3. To deliver projects and targets to time and budget using robust project management systems, including project plans, claims, monitoring and reporting and evaluation.
4. To manage partner service level agreements and contracts for outdoor learning projects.
5. To ensure strong and sustainable integration with other National Forest programmes and strategies such as the Heart of the National Forest Vision, Arts Strategy, and Charnwood Forest Landscape Partnership.

### Corporate development

1. To be a member of the Operations Team, contributing to regular planning and reporting as required.
2. To integrate the NFC outdoor learning programmes with other NFC activities including forest creation, habitat management, arts and culture, and health and wellbeing.
3. To contribute to NFC Working Groups and external meetings through reports and presentations, as required.
4. To work with the Development Team to develop content for case studies, campaigns, social media posts, NFC website, blogs, and other promotional content.
5. To undertake other relevant duties as directed by the Community & Wellbeing Manager or Director of Operations.

## Benefits of working with the NFC

### Salary

This is a full time, permanent post of 37 hours per week. The successful candidate will be appointed within the HEO Grade (Pay Band 1) salary range of £31,681 to £34,279 per year.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days’ annual leave and 10.5 days public and privilege holidays.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** – typical savings on a bike can be up to 42%.
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
* **Discounts for gym membership**

### Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

### Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

## Person Specification

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| **Experiences and Qualifications** | **Essential (E) or Desirable (D)** |
| A degree level qualification or equivalent. | E |
| At least three years’ relevant experience. | E |
| A Level 3 Forest Leader qualification. | E |
| Experience of building strong cross-sector networks within the education / environment field. | E |
| Experience of project planning and management, including monitoring budgets and performance. | E |
| Experience of working with different funding streams and / or grant programmes. | D |
| Experience of working in partnership to develop curriculum linked resources | D |

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| **Knowledge** | **Essential (E) or Desirable (D)** |
| Knowledge of the benefits of outdoor learning in the National Forest. | E |
| Knowledge of the education sector, policies, infrastructure, and approaches to working in early years, schools, and educational settings. | E |
| Knowledge of the National Curriculum and key government priorities linked to outdoor learning. | D |
| Knowledge of environmental issues, woodlands, and natural habitats. | D |

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| **Skills** | **Essential (E) or Desirable (D)** |
| Excellent written and oral communication skills. | E |
| People skills to build and maintain relationships and cooperation between organisations, groups, and individuals. | E |
| Ability to manage multiple projects, prioritise workloads and effectively deliver to meet deadlines. | E |
| Strong IT skills including Office 365. | E |

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| **Personal Qualities and Behaviours** | **Essential (E) or Desirable (D)** |
| High level of enthusiasm, self-motivation, and initiative. | E |
| Flexible and positive outlook, dynamic and positive thinker to generate ideas and motivate others. | E |
| Collaborative team player, able to work effectively individually and across the organisation. | E |
| Commitment to environmental issues. | E |
| Commitment to equal opportunities and able to comply with all relevant child protection and Health & Safety policies. | E |