



Sensory Trust  
Fig Leaf Building  
Eden Project  
Bodelva, St. Austell  
Cornwall PL24 2SG

- Job Title:** Project Officer
- Based at:** Sensory Trust Head Office, Cornwall with significant regional travel, and occasional national travel.
- Line Managed by:** Assistant Director
- Responsible for:** This post holds no line management responsibility.
- Contract:** Fixed term full time contract until July 2022. We are flexible in our approach and would consider part time applications. The start date is also flexible, but would commence no later than the beginning of August 2019.
- Salary:** £23,000 to £26,000 per annum; plus a range of benefits including 5% pension contribution and an employer paid health plan.
- Holiday entitlement:** 25 days per day, plus bank holidays.

### **Job Description**

Sensory Trust is a partner in a consortium of organisations to deliver the Nature Friendly Schools Project. This large-scale project (£6.3m) is one of three, within the Children and Nature Programme, a flagship programme for the 25 Year Environment Plan, led jointly by Natural England Defra and Department for Education and with a budget of £10m. The project will deliver natural environment interventions for schools with an aim to improving pupils' mental health and wellbeing, school engagement, plus their physical health, behaviour, attendance and care and concern for the environment.

The Royal Society of Wildlife Trusts is the lead organisation for the project and is overseeing the delivery in primary schools by regional wildlife trusts. Groundwork UK is delivering the project in secondary schools and alternative provision while Sensory Trust is leading the work with special schools in the South West and advising on accessibility aspects of the overall project.

We are now looking for a Nature Friendly Schools Officer to ensure the successful delivery of Sensory Trust's part of this exciting project. This sits alongside Sensory Trust's other work with children with disabilities. You will work closely with a Project Manager and collaboratively with other members of the team.

You will recruit and work closely with special schools to assess the existing options for outdoor learning on or near the school and then develop a plan to improve the opportunities. This will include planning and leading nature-based activities on and off-site for children of all abilities, training and supporting teachers and other school staff to build confidence in outdoor learning, as well as overseeing small scale natural improvements to the school grounds.

This role will require the post-holder to manage groups in outdoor learning locations, which may be remote, whilst ensuring the health and safety of the group at all times. The role will require a full DBS disclosure. There will be significant travel during term time, including regular overnight stays.

## **Principal duties**

- Support the design and delivery of activities and resources suitable for children with a range of abilities, to be delivered in special schools and for special needs students in mainstream schools.
- Recruit schools and undertake initial school assessments; including access reviews for activity locations, reviewing current outdoor learning practices and making recommendations for project activities.
- Prepare and deliver special school activities for teachers and their classes of all ages, across the South West. In addition to working directly with students, the project will focus on supporting and mentoring the teachers to feel confident to deliver outdoor learning. The activities could be on school grounds or in locations near the school.
- Support the Project Manager in delivery of training for partner's project staff and teachers on inclusive approaches to outdoor learning.
- Support the independent evaluation process, collecting required information and liaising with partners as required.
- Undertake internal and external reporting requirements for trustees, funders and project partners.
- Build and maintain relationships and networks with schools within the project and delivery partners.
- Publicise and promote Nature Friendly Schools, e.g. making presentations, giving talks and preparing documents.
- Maintain awareness and understanding of current developments within disability and social inclusion issues.
- Work in partnership with the deliverers of the Care Farming and Community Forests projects within Children and Nature to support and advise on outdoor and environmental learning.
- Work collaboratively with other members of the Sensory Trust team, contributing to other projects and communicating project updates.
- Other reasonable duties as may be required from time to time.

## **Important qualities**

- Ability and willingness to work with a wide range of people with an equally wide range of needs but especially children with disabilities.
- Awareness of, and sensitivity to, disability and social inclusion issues.
- Good communication skills.
- Ability to work as part of a multi-disciplinary team and to communicate with a wide range of people.
- Self-motivated with strong administrative skills.
- IT skills sufficient to use standard computer word processing, spreadsheet and database packages and the internet.
- Willingness to travel, preferably with own transport and clean driving license.

## **Additional information**

- We support flexible work arrangements and will endeavour to structure working arrangements to suit both the post-holder and the Trust, within the terms of the grant and the limitations of the project working with schools.
- The Sensory Trust is a small team working in an informal environment at our office near St Austell, Cornwall, a rural location with limited public transport.
- We value professional development and would provide training as needed to undertake

- specialist functions, such as access audits.
- An insight into the project and related activities can be found: <http://www.sensorytrust.org.uk/> and <https://www.wildlifetrusts.org/learning/nature-friendly-schools>.

### Person Specification

ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Educated to degree level or equivalent.		✓	Application
Minimum of three years in either education, disability- related or environmental position.	✓		Application
Previous experience in at least one of: <ul style="list-style-type: none"> <li>teaching/tutoring special needs students.</li> <li>teaching learning activities outdoors for special needs students.</li> <li>the production and preparation of teaching resources.</li> </ul>	✓		Application/Interview
PGCE / PGDE or teacher training.		✓	Application
Experience of delivering training to teachers, including in schools and/or outdoors at field centres / parks / etc.		✓	Application/Interview
Experience of lesson planning, including risk assessments.		✓	Application/Interview
First Aid qualification.		✓	Application/Interview
<b>2. KNOWLEDGE</b>			
Knowledge of special schools including National Curriculum, teacher training and Health & Wellbeing for children with SEND.	✓		Application/Interview
Awareness of, and sensitivity to, disability and social inclusion issues. We don't expect full access auditing skills, but some familiarity with accessibility issues would be an advantage.	✓		Application
<b>3. SKILLS</b>			
Experience of using Office 365 or equivalent; and competent with social media channels.	✓		Application/Interview
Full valid driving licence.	✓		Application
Ability to focus and stay on task in a busy environment or when working alone.	✓		Application/Interview
Excellent communication skills, sensitive to the needs of others.	✓		Application/Interview

## **Applications**

Please send a cv and covering letter, preferably by email to: [vhutchinson@sensorytrust.org.uk](mailto:vhutchinson@sensorytrust.org.uk).

Or alternatively by post to:

Victoria Hutchinson

Sensory Trust

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St Austell

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**Deadline: Friday 17 May 2019**

**Interviews: these will provisionally be held in the weeks beginning 27 May and 3 June 2019.**

For an informal discussion on the role please contact Victoria Hutchinson on 01726 222900.

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of issue: April 2019