

**JOB TITLE: EDUCATION OFFICER**  
**ACCOUNTABLE TO: EDUCATION MANAGER**  
**TEAM: NATIONAL LANDSCAPE UNIT / EDUCATION TEAM**  
**LOCATION: DELL QUAY OFFICE**  
**GRADE: 7, PRO RATA**  
**DURATION: PERMANENT**  
**HOURS PER WEEK: 22.5 (3 DAYS)**  
**NOTES: Job share for 3 of 5 days**

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**PURPOSE**

To work with the Education Manager on the delivery of the Chichester Harbour Education Service within Chichester Harbour National Landscape (NL).

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**DUTIES**

- To help deliver the education policy in the Chichester Harbour Management Plan through an agreed work programme of outputs and outcomes.
- To assist with the delivery of an innovative education programme of school visits and outreach activities across all age groups and abilities.
- To teach visiting school and community groups in a variety of sites and settings
- To write field trip and visitor itineraries, respond to email, telephone enquiries, and take bookings.
- To be familiar with Education Centre aims and offer: field trip programmes, and website Pages
- To liaise with schools and Education staff regarding the planning and content of visits.
  - To assist with record keeping and customer invoicing.
- To assist with the upkeep of equipment, materials, and resources.
- To prepare interpretative and education materials.
- To complete first aid training, and any other essential training, as required.
- To take due regard of and follow all guidance regarding health and safety requirements including appropriate risk assessments for every visit.
- To maintain and develop existing relationships with customers, colleagues, and volunteers.
- To drive the Education Centre minibus (if licensed and trained)

- To attend Education Team meetings, NL Team meetings, Conservancy All-Staff meetings, and occasional development days.
  - To deputise for the Education Manager as and when required.
  - To undertake any other relevant duties as determined by the CEO.
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## **PERSON SPECIFICATION**

### **Knowledge, Skills and Experience**

- A teaching qualification but a candidate with relevant outdoor education experience and expertise would be considered.
- Recognised degree level or equivalent qualification.
- Desirable: knowledge of Chichester Harbour and/or conservation and wildlife.

### **Skills**

- High level of oral and written communication skills.
- High standards of numeracy and literacy.
- Ability to effectively communicate with people of all ages.
- Ability to work on own initiative and as part of a multi-disciplinary team.
- Ability to determine priorities, manage time and ensure deadlines are met.
- Ability to liaise effectively with a wide range of stakeholders, partners, and colleagues.
- Good administrative skills and attention to detail.
- ICT skills with good working knowledge of Microsoft Office, Word and EXcell and social media.

### **Other**

- Operate in accordance with confidentiality and data protection legislation.
- Willingness to work occasional evenings and weekends.
- The postholder will be required to attend a variety of locations around Chichester Harbour, many of which are not served by public transport.
- An enhanced DBS check will be required.