

## **JOB DESCRIPTION**

**Job Title:** Outdoor & Environmental Education Officer  
**Department:** CYF Department / Outdoor Education  
**Responsible to:** Outdoor & Adventure Service Manager  
**Location:** Nottingham City based but with wider travel required  
**Hours:** 30 hours per week to include evenings and weekends  
**Salary:** £21,500 to £24,000 pro rata per annum  
**Contract Duration:** Temporary – 18 months

### **Job Purpose**

- To provide assistance in the delivery and management of experiential education including a programme of outdoor pursuits, environmental education and adventure activities to include: Hill walking, canoeing, kayaking, rock climbing, archery, potholing, mountain biking and camping.
- To provide young people and vulnerable adults involved in any YMCA provision a safe environment that promotes their personal, social, and emotional development; delivering a provision that builds strengths and values, develops their commitment to service, and promotes their motivation to learn.
- To implement the YMCA Mission, to develop the mind, body, and spirit of individuals, families, and communities, and improve the health and wellbeing for all, and to support the development of an organisational culture that puts our Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

### **Principal Responsibilities**

#### **1. Organisational Responsibilities**

- 1.1. Assisting the Outdoor & Environmental programme co-ordinator with the development, implementation, and management of all activities within the Outdoor Learning and Environmental Education provision.
- 1.2. To be responsible for assisting with the planning, monitoring, evaluation and development of innovative provision in order to ensure the best possible quality of service.
- 1.3. To assist with the administrative and management requirements, including the administration and monitoring of grant schemes, funding bids etc.
- 1.4. To assist with management of equipment and resources related to Outdoor and Environmental Education maintaining all health and safety requirements and guidelines for proper equipment use.

#### **2. Delivery**

- 2.1. To engage young people and vulnerable adults (with particular reference to those from disadvantaged communities) with an innovative, practical and fun outdoor educational programme
- 2.2. To ensure safety standards throughout the provision of Outdoor and Environmental Education.
- 2.3. To ensure standards meet nationally laid down guidelines and inspection regimes.
- 2.4. To be responsible for delivering outdoor activities and provide inspirational leadership.
- 2.5. To ensure quality and best practice during all programme activities.

#### **3. Service Development**

- 3.1. To assist with securing provision and resources that meet the personal development needs of young people through formal and informal education.
- 3.2. To develop and maintain positive relationships with key stakeholders.
- 3.3. To assist with developing and implementing practical environmental and outdoor programmes that meet or exceed all areas of best practice and are delivered in alignment with national standards and safety requirements.
- 3.4. To ensure that the voice and influence of young people is promoted within the programme and that young people play an active part in programme development.

- 3.5. To support the Outdoor & Adventure Service Manager and Funding and Partnership Manager in applying for additional funding/income to support and sustain the Environmental Education and Access Programme.

## **General Responsibilities**

### **1 Other Duties**

To undertake any other specific duties and responsibilities as may be assigned by the immediate Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the seniority of the post.

### **2 Discretion to Act**

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate Manager.

### **3 Relationships**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality is extremely serious and may lead to dismissal

### **4 Personal Development**

To play an active role in the development and implementation of your individual development plan.

### **5 Association Ethos**

To support the aims, objectives, ethos and core values of the Association.

### **6 Health and Safety**

To adhere to the Association's Health and Safety policies at all times.

## **Line Management Responsibility:**

None but the post holder may be required to supervise work experience placements, temporary workers, apprentices and other assigned staff as required.

## PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting

### Job Title: Outdoor & Environmental Education Officer

<b>Area</b>	<b>Criteria</b>	<b>How Assessed*</b>
<b>Experience</b>	1.1 Relevant experience of delivering outdoor activities within an outdoor education / environmental setting.	A / R / T
	1.2 Experience of face-to-face work with disadvantaged young people in an outdoor education / experiential setting.	A / R / I / T
	1.3 Experience of, or be eligible to undergo training to, drive a minibus	A / D
	1.4 Experience of delivering Outdoor or environmental activities with young people.	
	1.5 Experience of expeditions or residential courses for a variety of groups	A / R / I / T
	1.6 Experience of working with challenging young people from diverse backgrounds.	A / R / I
	1.7 Experience of working unsupervised and being accountable for the health and safety of groups and participants.	A / R / I
<b>Knowledge</b>	2.1 In–depth knowledge of Outdoor Education and learning outside the classroom and experientially.	A / I
	2.2 Clear understanding of the importance and role that youth workers play in breaking down oppression and delivering education in an anti-oppressive manner.	A / I
	2.3 Knowledge of curriculum and accreditation schemes in outdoor or environmental education	I
	2.4 A clear understanding of safeguarding and related issues.	A / I
	2.5 Knowledge of Environmental Education and Local Environmental issues ( <b>Desirable</b> )	A / I
<b>Education/ Training / Qualifications</b>	3.1 Minibus Drivers license - D1 Category on driving license	D
	3.2 Valid First Aid certificate or willingness to undertake one	D

	3.3 NGB/Level 2 or equivalent qualification to lead; Canoeing/Kayaking, Hill walking, single pitch rock climbing, off road cycling, archery or Environmental education.	D
	3.5 Youth work qualification ( <b>Desirable</b> )	D
<b>Skills &amp; Abilities</b>	4.1 Excellent oral and written communication skills	A / I
	4.2 The ability to deliver effective targeted provision in experiential education - aimed at meeting the needs of vulnerable, marginalised, or disaffected young people.	A / I
	4.3 The ability to deliver outdoor / environmental education programmes in a range of different and challenging outdoor environments.	I
	4.4 Able to manage multiple priorities and meet deadlines.	I
	4.5 Be in good physical health	I
	4.6 Evidence of ability to work with web based online systems.	A / I
<b>Other work related requirements</b>	5.1 Ability to support the core values of the Association	I
	5.2 Willingness to undergo a satisfactory enhanced CRB check	D
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	I
	5.4 Able to work flexible, changing hours and shifts, which will include evenings and weekends. Including overnight activities	A / I
	5.5 Ability to travel independently across the city and county	A / I

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. qualifications, driving license etc (R) References