**Job Description**



Position: Environmental education assistant

Location: Thames Chase Trust (Charity), Pike Lane, Upminster

Start Date: ASAP

Reporting To: The Board of Trustees

Contact Type: zero hours

Expected commitment: Up to 20hours per school term

 [Including some early evenings]

Pay: Hourly rate (To be determined)

**Job Summary**

To provide educational opportunities for Schools and youth groups.

The role will include liaising with schools and youth groups to prepare and provide daytime or early evening activities at the Forest Centre or elsewhere in the Community Forest.

**Required skills, experience and knowledge**

**Essential**

Have an education qualification and/or experience and background in environmental education.

Experience in producing materials and leading group activities

A key requirement is to understand and support the Charity’s aims and objectives.

Ability and willingness to work as a team with volunteers.

**Desirable**

A strong appreciation and understanding of the natural environment.

An interest in the history and heritage of the local area.

**The main tasks that the role would include:**

To support the education programme for schools and youth groups by:

* Working with the Engagement Officer to promote and support education activities for schools and youth groups
* To work with the Conservation Volunteer Leader to support education projects with conservation in schools and Forest areas.
* Producing suitable subject materials for the various age groups as and when required.
* To liaise with teachers and leaders to lead and deliver sessions at the Forest Centre, in schools and elsewhere in the Community Forest.
* To produce lesson/activity plans and risk assessments for each activity using the Centre’s resources
* To enlist volunteer help and give guidance
* To follow all Trust’s policies and procedures.

"We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief, sex, race, age or sexual orientation."

To apply, email a CV and covering letter to mary.wright@thameschase.org.uk ply

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Charity no. 1115627 