

Accountable to: Visitor centre manager
Responsible for: Volunteers (when assisting)

Objective of the job

To inspire an interest in nature through the delivery of Really Wild Birthday Parties for children aged 3 to 11 years.

Key tasks

- Deliver fun, safe and enjoyable Really Wild Parties using outdoor spaces
- Be responsible for the health and safety of participants (using existing risk assessments but also implementing a dynamic risk assessment approach on the day)
- Prepare the party areas and equipment/materials beforehand and make sure the rooms, garden and toilets are left ready for use by the visitor services team afterwards
- Maintain and keep in good working order any resources or equipment used by participants
- Provide excellent customer service (establish good communication with parents and greet all guests and parents/family as they arrive)
- Interact with party guests and encourage participation by all
- Take a leadership role in introducing activities for the party
- Promote the work of the Trust and upcoming events and upsell at every opportunity
- Communicate regularly with the centre manager to provide feedback, develop ideas and agree tasks to maintain a successful service
- Manage any volunteers helping to deliver the party
- Work in accordance with the Trust's health and safety policy
- The post must comply with The Trust's safeguarding policy and procedures and code of practice for appropriate behaviour.

Core Skills

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven communication skills and confidence speaking to groups • Ability to work alone and be self-motivated • Must be able to respond to and handle children's behaviours in a positive and appropriate manner • Demonstrable ability to provide great customer service • Experience of play work and/or working with children 	<ul style="list-style-type: none"> • Worked previously with parents / families in potentially stressful situations • Working with / managing volunteers
Knowledge	<ul style="list-style-type: none"> • Interest in wildlife and environmental issues • Empathy for the work of the Trust • Awareness of the legal and Health and Safety issues related to working with children 	<ul style="list-style-type: none"> • Good understanding of IT and social media
Qualifications		<ul style="list-style-type: none"> • Paediatric first aid • Child care qualification • Play work or Forest School qualification • Full UK Driving Licence

Terms of employment

Salary:	The rate for this post is £10 per hour. Each post will be reviewed annually. Cost of living awards are normally awarded annually with effect from 1 April subject to the employer's ability to pay.
Hours:	The post is part time, on a casual basis. The nature of the post's duties mean that the majority of hours worked will be during weekends. Paid overtime is not available.
Pre employment checks:	This post will require a satisfactory DBS check at enhanced level with child workforce barred list.
Probationary period:	All Shropshire Wildlife Trust appointments are subject to the satisfactory completion of a probationary service of six months.
Pension	Shropshire Wildlife Trust will adhere to regulations for auto enrolment for pensions and monitor hours relating to these regulations.
Contract	This is a casual contract (Zero hours) and for the purpose of definition of employment status you will be engaged as a "worker".
Holidays:	You will be paid 12.07% to cover holiday entitlement. No additional holidays will be given.
Pension:	Shropshire Wildlife Trust will adhere to regulations for auto enrolment for pensions and monitor hours relating to these regulations.
Notice Period:	Zero hours contract workers have no statutory rights to notice periods. This means that the Trust can terminate an employee's zero hours contract without notice. The worker can also leave the Trust without notice.
Place of Work:	The post will be based at The Cut, the Trust's headquarters in Shrewsbury.
Home working	Working from home is not appropriate for this post.
Travel:	Pool vehicles are available. In exceptional circumstances the use of your own vehicle may be necessary. You are required to have insurance to cover business use and a mileage allowance of 45p per mile will be payable for such journeys. If you use a pedal cycle you may claim a mileage allowance of 20p per mile.
Training:	The Trust is fully committed to personal development and training through its annual review and progress meetings.
Applications to:	Please send CV and covering letter (do not include Date of Birth on any documents) to Lizzies@shopshirewildlifetrust.org.uk

Really Wild Birthday Party leader

Agreement

Hours

The organisation's need for individuals to perform work varies from time to time. You should endeavour to be available for work, should the organisation decide to offer you work. However, the organisation has no obligation to offer you work at any time, and you are not entitled to a minimum number of hours of work per day, week or year.

If the organisation does offer you work (the "assignment"), you are required to complete it to the organisation's satisfaction. Where the organisation offers an assignment to you, it does not give rise to a presumption that it will offer you further assignments.

Your hours of work for each assignment will be determined by the organisation in advance of the assignment and set out in a written schedule which will be forwarded to you by email.

Continuity of service

Your employment with the organisation commenced on [date], and will continue until terminated by either party in accordance with this contract.

No employment with a previous employer counts towards your period of continuous service.

Notice to terminate

The organisation's notice to workers with continuous service from one week to two years is one week. Thereafter, employees are entitled to receive one additional week's notice for each year of continuous employment (up to a maximum of 12 weeks' notice).

Your notice to the organisation will be one month's notice in writing.

Notice of assignment

Once you've received notice of the assignment you should confirm by return. The organisation will endeavour to give you as much notice as possible.

Pay

You will be paid an hourly rate of £10. Your pay will be calculated according to the number of hours that you work, subject to deductions for tax and national insurance contributions. You will receive your pay monthly in arrears by direct credit transfer to your bank/building society account on the 25th day of each month.

Annual leave

Annual leave is calculated on the actual hours worked and you will be paid 12.07% in addition to your salary. This is paid on a monthly basis in arrears. It includes a statutory holiday calculation.

Sickness

If you become sick you must advise your manager by 9.30am on the first working day of your absence of the fact of your absence, the reason for your absence, and how long you expect to remain absent. However if this falls on a day you are due to complete an assignment you must endeavour to inform your manager as soon as

possible, ideally the night before but by 8am on the assignment day so cover can be arranged.

You must keep the organisation informed of subsequent sickness absences.

On your return to work, you must obtain, complete and return to your manager a self-certification form before the end of your first working day. For all absences in excess of seven days, you must provide a medical certificate from your doctor.

Failing to comply with the above notice requirements may disentitle you to statutory sick pay.

If you are absent from work for four or more days by reason of sickness or injury, you may be entitled to statutory sick pay if your earnings in the eight weeks prior to becoming sick are not less than the lower earnings limit for national insurance contributions.

You should indicate to your manager if you know that you will be unable to work all or any of the hours assigned because of sickness or injury.

I have read and understood the above terms and conditions

Signature

Name

Date

Confirmed by

Signature

Shropshire Wildlife Trust