

Education Officer

Accountable to: SWT Education and Learning Manager

Responsible for: Education volunteers

Works with: Youth Engagement Officers, Sessional staff and Designated Safeguarding Leads for Adults.

Overview

Nature has the power to transform children's lives: boosting wellbeing; improving physical health and building vital learning skills. At the same time, we face urgent environmental challenges, and we must equip young people with the knowledge, curiosity, and confidence to be part of the solution. By 2030, we want one in four schools in Shropshire, Telford and Wrekin to be taking meaningful action for nature. To achieve this, both children and school staff need a strong connection to nature and the confidence to take learning outdoors. We are building a strong partnership with schools to help nurture this connection - supporting teachers to deliver meaningful outdoor learning experiences that teach in, about, and for nature.

To achieve this ambitious goal, we're seeking an experienced and motivated Education Officer to take ownership of our work with schools. This is an exciting opportunity for someone passionate about outdoor education and conservation who thrives on empowering others to create change.

About Us: Shropshire Wildlife Trust (SWT) has a vision of a thriving natural world, where Shropshire's wildlife and natural habitats play a valued role in addressing the climate and ecological emergencies, and people are inspired and empowered to take action for nature. We combine projects across Shropshire (including Telford & Wrekin) with advocacy and campaigning to restore nature and to engage people. We manage over 40 nature reserves and have almost 50 staff, 300 volunteers, and over 9,000 members. SWT is an autonomous charity, but we are increasingly working collectively, as part of The Wildlife Trusts (TWT), to ensure that our local actions have a national impact and help to address global issues. Through our work with communities, and schools we aim to inspire a lifelong connection with nature and empower the next generation to take meaningful action for the environment.

Objective of the job

To work with Primary and Secondary schools, directly with children and with teachers, to embed nature-based learning across the curriculum. You will be responsible for developing and delivering high-quality educational sessions, training teachers, and championing outdoor learning.

Key results expected

- One in four Schools in Shropshire taking meaningful action for nature by 2030.
- All of the Trust's work with children and young people is safe.
- A vibrant community of interested schools and school partners who have embedded nature within their curriculum is maintained.
- Our schools work is financially sustainable and grant funded projects are delivered on time and in budget.
- A thriving network of volunteers supporting our education activity.

Key tasks

- **Safeguarding:** Act as the charity's designated safeguarding lead for under-18s, ensuring all work with this age group is safe, inclusive and impactful. Ensure all staff and volunteers receive the appropriate induction and training so that they uphold our policies and adhere to safeguarding procedure and best practices.

- **Teacher Training:** Develop and deliver training to empower local teachers, both primary and secondary, to take learning outdoors and build their confidence in leading positive nature-based experiences.
- **Teacher Training:** Build relationships with local authorities and multi-academy trusts (MATs) to become their go-to and approved provider of Continuous Professional Training (CPD), ensuring our training offer is recognised, and valued.
- **Curriculum Integration:** Work with senior leaders in schools and academy chains to embed nature and outdoor learning into their teaching practices and long-term plans.
- **School Grounds Development:** Advise schools on how to develop and improve their outdoor spaces to effectively support curriculum-linked outdoor learning and play.
- **Schools Community:** Develop and maintain a community of schools and educators interested in outdoor learning and nature, keeping them engaged through regular communications such as a regular newsletter and relevant social media platforms (e.g. LinkedIn, Pinterest).
- **Schools Community:** Manage and maintain accurate school records in the CRM database, ensuring effective communication and relationship management while remaining fully compliant with UK GDPR regulations.
- **Education Delivery:** Plan, deliver, and evaluate engaging and age-appropriate outdoor education sessions for children in nurseries, primary and secondary schools.
- **Education Delivery:** Ensure the safety of all activities, applying sound knowledge of health and safety, safeguarding, and risk assessment procedures.
- **Education Delivery:** Schedule sessional staff to deliver education sessions when appropriate, provide training as needed, and monitor to ensure high-quality delivery.
- **Event Delivery:** Offer children, young people and families safe, inclusive, and enjoyable opportunities to learn and play in nature during school holidays.
- **Financial Management:** Work with the Education and Learning Manager to ensure that income and spending targets are met. Assist the Education and Learning Manager with grant applications or seeking other funding to support our work.
- **Marketing and Promotion:** Promote our education offer to schools and teachers through targeted marketing, outreach, and relationship-building.
- **Monitoring and Evaluation:** Measure the impact of our education work, contributing to reports, case studies, and continuous improvement.
- **Volunteer Management:** Support and manage education volunteers, ensuring they are confident, well-prepared, and valued as part of our delivery team.

General Responsibilities

- As part of the Education and Learning Team, ensure that the role actively contributes to the smooth delivery of our Natural Childhood Strategy; Charitable aims and The Wildlife Trusts 2030 strategy.
- From time-to-time, take on other work or specific projects, as agreed with the Education and Learning Manager.
- Be proactive in keeping up to date with developments affecting the role and maintain and improve personal competence through CPD.
- Champion and support diversity and equality of opportunity in the workplace.

While delivering this role, the postholder will need to work with due regard to Health and Safety, the UK General Data Protection Regulations, the Fundraising Code of Practice, Safeguarding and other policies and procedures.

All staff are expected to support and manage volunteers in the course of their duties and maintain and uphold the good reputation of the Trust.

Core Skills:

- You're aligned with our mission. You have a personal connection to nature and believe that connecting others to nature plays a key role in addressing the climate and ecological emergencies.
- You have several years' experience delivering education sessions, and a strong understanding of the National Curriculum at both primary and secondary levels. Ideally with a background in teaching, outdoor learning, or Forest School.
- You have a customer service mindset, with a friendly and professional approach to working with schools, teachers and children of all ages and backgrounds.
- You have a proven ability to provide effective training and inspire teachers across primary and secondary settings. You are confident building relationships with teachers and senior school leaders, mentoring them to embed outdoor learning.
- You are proficient in teaching others how to safely engage in adventurous outdoor activities, such as using tools, climbing trees, and lighting fires. You have a strong understanding of dynamic risk assessment and how to apply it in real-time when leading outdoor sessions. Ideally, you hold a current outdoor first aid qualification and are experienced in creating a safe, supportive environment that encourages exploration and managed risk-taking.
- You are confident in advising schools on how to develop their outdoor spaces to support both curriculum-linked learning and wellbeing-focused activities.
- Ideally you have experience managing budgets and generating income through education programmes.
- You have experience evaluating education programmes and reporting on impact.
- You prioritise well and have excellent time management skills. You are well-organised, plan and have good attention to detail. You can juggle multiple deadlines and have experience of balancing multiple tasks and responsibilities.
- You are comfortable using technology to support your work including the use of spreadsheets for managing budgets and reporting, CANVA (or similar design platform) for creating newsletters, flyers and educational resources, MS forms for surveys and evaluation, MS Teams and Zoom for delivering online training, and social media platforms such as linked in and Pinterest.
- You have a strong commitment to safeguarding and inclusion and are ready to take on the role of designated safeguarding lead for under 18's.
- A full driving licence and the confidence to drive different vehicles is essential for this role.

Terms of Employment

Salary:	In the range £30,851 to £32,258
Hours:	35 hours per week. Evening and weekend work may be required from time to time. Paid overtime is not available, but time off in lieu of hours worked will be given.
Pre employment checks:	The post requires an enhanced DBS (Disclosure Barring Service) check with Child Barred list, which will be renewed every 3 years. The successful applicant will need to provide proof of right to work in the UK and qualifications, presented at interview.

Probationary period:	6 months
Contract	Permanent
Holidays:	A full-time member of staff has 25 working days per annum in addition to normal public holidays. An additional day is added for each year's service up to a maximum total of 30 days holiday.
Pension:	After three months the employee will be eligible to join the Trust's group personal pension scheme and if they pay a minimum of 3% of salary the Trust will contribute 7% of salary to this scheme.
Notice Period:	During your probationary period, the period of notice for termination of your employment will be one week on either side. After successful completion of your probationary period the minimum period of notice is two months.
Place of Work:	The Cut, 193 Abbey Foregate, Shrewsbury, SY2 6AH
Home working	The Trust is committed to building a diverse workforce and has an Agile Working policy which will allow colleagues to work in a flexible manner.
Travel:	A full UK Driving Licence is essential for this role. Pool vehicles are available for use. If using your own vehicle, you are required to have insurance to cover business use and a mileage allowance of 45p per mile will be payable for such journeys. For the purposes of the mileage claims calculations will start from home. 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. Employees have an annual appraisal and regular progress meetings.
Closing date:	9am Monday 28 th July 2025
Interview dates:	Interview 1: Monday 4 th August 2025 2 nd Interview dates: 7 th or 18 th August 2025