



Education Officer
Job Description and
Personal Specification



Job Description – Education Officer



- Location:** Head Office, Exeter Community Centre, 17 St David's Hill, Exeter, EX4 3RG.
- Job Title:** Education Officer
- Reporting to:** Deputy Chief Executive
- Contract type:** Fixed term, two years in the first instance. Full time.
Flexible, home working and part-time proposals will be considered.
- Salary:** £24,000 - £28,000 depending on experience, reviewed annually in April.
- Farms for City Children will also contribute 5% on top of the annual salary into the Charity's NEST Pension Scheme.
- A tax efficient Salary Exchange (also known as Salary Sacrifice) scheme is operated for both pension contributions and childcare costs.

Main purpose of the job:

- To lead the development of a programme of activities that extend the inspiration and enrich the impact of our residential week.
- To work with Farm School Managers to foster closer partnerships with the schools who visit our farms.
- To extend our reach to even more schools in areas of high socio-economic deprivation.
- To lead the development of a range of initiatives which capitalise on the Charity's literary heritage to promote literacy and storytelling.
- To lead development of our evaluation processes to allow us to understand better, and celebrate, the impact of our work.
- To engage proactively with the popular movement towards learning outside the classroom and other networks to raise our profile and ensure the ongoing academic relevance of our work.

Main responsibilities and accountability

- Work with our Farm School Managers and visiting teachers to support the residential visits at each Farm in a way that responds to the needs of our visiting schools.
- Conduct visits to new and participating schools to prepare them for, or follow up on their residential visit and encourage their extended engagement with the Charity.
- Support senior staff at our head office and farms in dealing with school enquires and leads.
- Develop a new teacher information pack that excites people about the work we do.
- Undertake a needs-analysis with schools to inform the scope and nature of our work.
- Develop activities that build on our literary heritage and farming context, for use by visiting and non-visiting schools.
- Support schools to engage with us more closely before and after their visit.
- Engage with the relevant educational organisations and networks to promote our activities and pedagogical approach.
- Devise and deliver educational events at relevant contexts such as literary festivals and education conferences.
- Develop a Continuing Professional Development offer for teachers interested in learning outside the classroom.
- Evaluate the effectiveness of our residential visits and our educational outreach work.
- Work with the fundraising team to generate income for our educational outreach work through external activities, investigating and bidding for external funding.

Person Specification – Education Officer



Training, experience and qualifications

Essential:

- Experience of developing and delivering educational activities to children in KS2.
- Strong network of relationships in the education sector.
- An understanding of different approaches to evaluating learning programmes.
- Full UK driving licence.
- Strong IT skills, including use of Microsoft Office 2013.
- Educated to Degree level.

Desirable:

- Knowledge of environmental and agricultural issues.
- A teaching qualification and/or QTS.
- Experience of engaging children with relevant areas of interest, such as wildlife, the countryside, the environment, farming, gardening and cooking.

Knowledge and Skills

Essential:

- A genuine passion and enthusiasm for the work we do.
- Outstanding written and presentation skills.
- High levels of literacy, accuracy and attention to detail.
- An active interest in the latest educational approaches and debates.
- Reflective and able to evaluate your work critically.
- A good knowledge of the National Curriculum at KS2 in particular.

Interpersonal skills

Essential:

- Excellent communication and interpersonal skills with the ability to communicate with a range of audiences.
- A highly motivated self-starter with a strong commitment to meeting the Charity's objectives.
- Ability to prioritise and manage time effectively; able to work to deadlines.
- Adaptable, flexible, and able to communicate sensitively and effectively at all levels, both within and outside Farms for City Children.
- Able to work well as part of a team, and establish constructive and collaborative relationship with colleagues.
- A practical and enthusiastic approach to learning outside the classroom that inspires others.

Other information

Disclosure and Barring Service - This post is subject to an enhanced DBS check.

Hours of work - The post is a full time role working five days per week. Our usual office hours are Monday to Friday between 9:00am and 5:00pm. Meal breaks of one hour per day are included. Due to the nature of this role, a degree of flexibility is available in terms of hours and location. Some national travel will be required.

Annual leave - The annual leave entitlement for this post is 25 days per year plus public holidays, 33 in total.

Probationary period - The appointment will be subject to a probationary period of 6 months.

References - All appointments will be confirmed only upon receipt of satisfactory references. Farms for City Children will give prior notification of the intention to contact referees.