



The Friends of Barnet Environment Centre

Environmental Education Manager

The Trustees invite applications for this post and are prepared to consider some variation in the general duties below, depending on the skills and experience of the applicant. Please email your application with a CV by 24/01/2022 to info@fobec.org.uk

Background Information

The Friends of Barnet Environment Centre (FoBEC) is a charity providing activities for the local community and for schools in order to educate and inspire a lasting interest in and appreciation of the natural world. Programmes of environmental education have been offered here since 1975. Teaching takes place outdoors in a 7.5 acre nature reserve and in a purpose built centre with classrooms, toilets and a kitchen, which is shared with Noah's Ark Children's Hospice.

The site at Byng Road EN5 4NP is owned by Noah's Ark Children's Hospice and the Nature Reserve is managed and maintained by the FoBEC volunteers to the benefit of both charities.

Environmental Education Manager

General Duties

- Plan and deliver environmental education sessions that make use of the landscape of the nature reserve and its habitats (including ponds, mini-beast areas, woodlands and meadow) and which are relevant to the EYFS, KS1 and KS2 National Curriculum. These sessions are one-class sessions of up to 30 children with an agreed ratio of adults to children.
- The teaching sessions are offered to schools on Tuesdays, Wednesdays and Thursdays, normally between the hours 10.00-14.00. Youth groups visit early evening, a 1-1.5hr session between the hours of 5.30-7.30.
- Develop a programme of relevant activities for GCSE and A level students. This can be started during the winter months when there are fewer visits.
- Promote and manage school bookings, including initial contact with schools, arrange dates and times, send confirmation paperwork and invoices. (Note: Pre-pandemic there were approximately 55 school visits, 10 youth groups and 3 secondary visits annually).
- Use our extensive resource of teaching materials which comprise lesson plans and pupil handouts for school and youth visits.
- Manage occasional practical environmental sessions at youth projects and at community events.

Friends of Barnet Environment Centre CIO

Byng Road, Barnet EN5 4NP

Charity no. 1165515 www.fobec.org.uk info@fobec.org.uk

www.facebook.com/barnetenvironmentcentre

- Deal with emails and enquiries where possible and, if necessary, forward to appropriate Trustees for action.
- Any other duties commensurate with the post as agreed with the Trustees.

Conditions

- This is a self-employed post; the person is responsible for their own tax, NICs and public liability cover.
- Interviews will be held during the week of the 7-11 February. A decision will be made by the 15th February.
- The work conditions will be negotiated between the Environmental Education Manager and Trustees. Dependent on qualifications and experience the remuneration will be in the range of £20-£25 an hour. In addition to booking and running the teaching sessions time will be needed for publicity, development of the Charity's work, reports etc.
- The successful candidate will work at the Barnet Environment Centre when activities require his/her presence; otherwise with the agreement of the Trustees he/she may work from home using their own IT facilities.

Person specification

Essential:

- Previous experience working in education/charity sector with a proven track record in delivering education sessions.
- Knowledge of the wildlife that may be encountered on the nature reserve and the ability to convey this knowledge in an age-appropriate way.
- Enthusiasm for natural history and environmental education.
- An enhanced DBS certificate.
- A working knowledge of Microsoft Office including Publisher.
- A good standard of communication and numeracy.
- The ability to work with a minimum of direct supervision.

Desirable:

- A teaching qualification.
- Knowledge of first aid.
- Live locally.

Please email info@fobec.org.uk if you have any queries about this post.

You may like to visit the Centre prior to making an application. If so, email info@fobec.org.uk to arrange a date and time on a Monday afternoon between 2.00-3.30 up to, and including, the 17th January. This prior visit is not part of the application process.

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