

Kyle & Lochalsh Community Trust

JOB DESCRIPTION

Job Title:	Outdoor Learning & Wellbeing Officer	Based:	KLCT Office, Kyle
Reports to:	Trust Manager	Hours:	25 hours per week
Salary:	£25,000 (£17,857 pro rata)	Contract:	Fixed-term until November 2023

Kyle & Lochalsh Community Trust (KLCT) was established in August 2012 and is committed to instigating and delivering social, economic and environmental regeneration projects and local services. We are fully focused on improving the quality of life for the residents of Lochalsh and the visitors to our spectacular location on the west coast of Scotland. We aim to achieve the sustainable regeneration of our community which, despite its magnificent geographic setting, has been identified as one of the most economically fragile the Highlands.

We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all of our trading surpluses are reinvested in the community.

In February 2019 KLCT took ownership of the Plock of Kyle, a parkland area of approximately 60 acres, located alongside Kyle of Lochalsh in the northwest Highlands. It's a wonderful place to explore with a wide variety of habitats: wild flower meadows, native woodland, areas of dry and boggy heath, exposed lichen-covered rock, residential otters, hidden rocky coves and an elevated viewpoint. The Toll Office, a building located at the Plock entrance, also came to the Trust's ownership in 2019 and is a base for our staff, volunteers, and activities. Working within our team, the post holder will help to inspire our community and visitors to get closer to this natural gem at our doorstep, fuel creativity and a sense of adventure. The person will improve the environmental knowledge of programme participants, help them to grow more interested and protective of the natural environment and indirectly help them to improve their own mental and physical health by involving them in green activities. Lochalsh is one of the three pilot areas for the Highland Green Health Partnership scheme, centred in Kyle and working with the local Medical Practice the Plock will be a focus for a programme of green health initiatives.

This post is funded by the National Lottery Community Fund, National Lottery Heritage Fund, Highland Green Health Partnership and KLCT.

Responsibilities

The role of the Outdoor Learning & Wellbeing Officer will be to undertake the following duties:

- develop educational programmes for schools, nurseries, children, adults, families, community groups, disadvantaged people and visitors to the Plock
- represent KLCT on the steering group of the Highland Green Health Partnership's pilot social prescribing project in Kyle
- deliver green activities to people with mental or physical conditions who have them recommended to them by their GP under the green health Partnership Scheme.
- promote educational programmes to the target audience through leaflets, newsletters, website, social media and presentations

- liaise with colleagues, the Board of Trustees, teachers, relevant stakeholders and community groups on the design and delivery of educational programmes
- give talks on environmental issues to local community groups, schools and clubs
- Deliver a programme of guided walks for groups and the general public, highlighting various habitats and species, for example sea shore safaris and wild flower rambles
- organise events and activities to raise awareness of environmental issues, for example a seashore appreciation day to celebrate the Marine protected area Status of Lochalsh
- train others, such as teachers and volunteers, in delivering educational sessions
- research and collate scientific data with volunteers under Citizen Science, working with Volunteers from Highland BiOLWOGical Recording Group and submission of data to National Biodiversity Network.
- recruit, supervise and work with volunteers, developing skills and confidence in the local community.
- act as a point of contact for teachers, educationalists and colleagues and respond to requests for information on educational issues
- generate income for projects through fundraising activities and investigate and bid for external funding
- evaluate the effectiveness of programmes and write reports for KLCT Board and funding bodies
- support the Ranger and Finance & Administration Support worker in managing budgets for projects and educational programmes
- carry out risk assessments
- advise on and draft environmental education policies and strategies
- source external specialists if required
- other tasks as required by KLCT.

During the course of this appointment, the successful candidate will work closely with KLCT's staff, Trustees and volunteers and submit monthly reports for Board meetings.

This role is for a fixed term until November 2023 and has no line management responsibilities. The successful applicant will be offered a 3-month probationary contract during which time either party may terminate the contract on giving one week's notice.

PERSON SPECIFICATION

Outdoor Learning & Wellbeing Officer

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">◆ HND or vocational equivalent in ecology, botany, geography, countryside management or similar	<ul style="list-style-type: none">◆ Degree/vocational equivalent in ecology, botany, geography, countryside management or similar◆ Clean driving licence◆ Valid First Aid certificate
Work Experience	<ul style="list-style-type: none">◆ At least 3 years of experience in an Outdoor Learning & Wellbeing Officer role or similar – paid and unpaid◆ An open and inclusive operational attitude◆ Experience of organising and delivering activities (educational, adventure, health & well-being, practical skills)◆ A background in working with volunteers in programmes that developed skills and confidence.◆ Experience of working with children, young people or vulnerable adults◆ Real commitment and passion for environmental issues◆ Experience of working to a budget and meeting project targets & milestones◆ Experience of monitoring and evaluating project progress	<ul style="list-style-type: none">◆ A record of working in the voluntary and/or community sector◆ Experience of working in a school environment◆ Experience of working with and supervising volunteers◆ Experience in a project development role◆ Experience of fundraising and writing funding applications◆ Providing training for staff or volunteers to deliver outdoor education.

Knowledge, Skills & Abilities	<ul style="list-style-type: none"> ◆ Excellent interpersonal skills ◆ Excellent organisational skills ◆ Excellent communication skills including ability to present confidently to audiences and develop working relationships with a wide range of people. ◆ Ability to prioritise work and work to tight deadlines ◆ An open, friendly and inclusive operational attitude ◆ Working knowledge of health and safety issues associated with outdoor learning ◆ Ability to take the initiative and work independently but cooperatively 	<ul style="list-style-type: none"> ◆ The ability to resolve any issues within groups of people working together or participating in a programme ◆ Knowledge of wildlife and nature conservation practise and principles in the UK ◆ Qualified teacher/tutor status ◆ Forest School Leader ◆ John Muir Leader
Technical Skills	<ul style="list-style-type: none"> ◆ Good general computer competence (Word, Excel, Web, email, PowerPoint) ◆ Familiarity with using social media for professional purposes 	<ul style="list-style-type: none"> ◆ Competent with changing information on Word Press websites
Job Circumstances	<ul style="list-style-type: none"> ◆ Able to work at the KLCT office in Kyle ◆ Strong motivation and enthusiasm for the post and the role ◆ Comfortable working outdoors in all weathers ◆ Familiar with current health and safety guidelines ◆ Able to work some evening and weekend work ◆ Able to pass an extended disclosure check 	<ul style="list-style-type: none"> ◆ Early start date ◆ Access to a car ◆ Able to attend occasional meetings and learning sessions within Scotland ◆ Comfortable using Personal Protective Equipment.