



'quality Forest School for all'

Forest School Association

## JOB DESCRIPTION

Date: 03/07/2019 V1

Post Title: PROJECTS OFFICER

Salary: £25,000 per annum (plus expenses for home office working and travel)

(Full time equivalent with the option of job share for the right candidates and if it fits the business needs of the organisation)

Responsible to: ACTING CHIEF EXECUTIVE

Responsible for: Contract Personnel, Volunteers

## JOB PURPOSE

Working closely with the acting CEO, Institute of Outdoor Learning administration staff, FSA working groups, affiliated local FSA groups and FSA board of directors, the Projects Officer will coordinate, manage and deliver a series of discrete projects that contribute to the FSA's 'Support Strategy'. This strategy integrates these projects so that the FSA is able to further its charitable purpose of:

*"The advancement of education, for public benefit, through promotion and support of quality Forest School in the United Kingdom using any means to enable all children, young people and adults to benefit from increased opportunities for high quality and varied educational experiences in the natural world."*

Specifically, we intend to support FSA members and the public through provision of high quality information materials such as books, guidance notes, webinars, and informative presentations. In addition, the FSA will be developing and supporting CPD opportunities and promoting skill-share events at the national and superregional level. Mentoring opportunities will be developed for members that link direct support with the provision of the above support materials and other opportunities. The FSA will develop an app that allows data on Forest School outcomes to be collated and shared through a participatory research project, which we expect will demonstrate the efficacy and value of Forest School to decision makers at every level.

This role is funded by a grant from the Ashden Trust.

This is a very exciting time in the life of the FSA and we need to find the right person/people to help us realise these objectives. We need someone/people with experience of leading Forest School and who have very strong process project management skills.

## DUTIES

1. Use the project cycle process method to develop and manage various FSA projects as described above



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2. Use your knowledge of Forest School and of the Forest School community to ensure a good fit between the actions of the FSA and the needs of the Forest School community in realising our support for 'Quality Forest School for All'
3. Prepare a monthly bulletin
4. Support and communicate with local groups
5. Liaise with annual conference co-ordinators and directors
6. Writing press releases
7. Produce guidance notes for members
8. Update website and social media with news items (no previous website knowledge required)
9. Report to acting CEO, board of directors and funders
10. Assist acting CEO and directors in development of the organisation work plan

#### JOB CONDITIONS

The Projects Officer will be expected to work from their own office base and work in conjunction with the acting CEO and administrative base for the FSA at Warwick Business Park with the IOL. Much of the job will involve communicating by electronic media to consult and work with people, with occasional travel around the UK. **The ability to travel and use of your own vehicle is essential, as is the possession, and knowledge of, necessary IT and software.** Expenses associated with home office and travel will be reimbursed. Work outside normal hours is occasionally required at weekends and evenings.

The post is for a fixed term of 2 years with the possibility of extension subject to satisfactory completion of the probation period (6 months) and available funding. One month notice period.

#### PERSON SPECIFICATION

##### ***Experience***

Project management	E
Administration	E
Promotion and marketing	E
Knowledge and understanding of Forest School in the UK	E
Written and verbal communication with a variety of audiences	E

##### ***Skills***

Ability to manage a budget	E
Good written and verbal English communication skills	E



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Time management	E
IT skills, including web knowledge/literacy, e-mail skills, etc	E
Event management	D
Networking	D
<b>Other</b>	
Reliability	E
Well organised and able to meet agreed deadlines	E
Self-motivated and ability to use own initiative	E
Ability to work on your own	E
Ability to present in an appropriate professional manner	E
Able to travel UK wide	E
Full driving license and use of own vehicle	E
Work from home/own office space	E
Internet access from home/own office space with necessary IT equipment	E
<b>Qualifications</b>	
Have a level 3 FS qualification	E
Administration/development level 3 or above	D
Have a Level 3 child/teaching/client based qualification	D

E = Essential criteria      D = Desirable criteria

THIS PERSON SPECIFICATION SHOULD FORM THE BASIS OF THE LETTER OF APPLICATION

Deadline for applications: 5pm Monday 22<sup>nd</sup> July 2019 (initial Skype interviews 25th/26th July)

Email letters of application to [enquiries@forestschoollassociation.org](mailto:enquiries@forestschoollassociation.org) Subject: PROJECTS OFFICER