



Exploring the wild side of nature

A Touch of the Wild - Forest School Party Assistant

Job Description

Job Purpose

To assist the Forest School Leader to carry out the duties for a variety of client groups, but mostly weekend birthday parties, and in accordance with A Touch of the Wild's policies, under the direction of the Director and the group leader.

Areas of Responsibility and Key Tasks

- To assist in preparing and delivering a range of Forest School sessions, with guidance/instruction from the Director/Leader. Client groups will include children's birthday parties, Family days and weekend groups. Must be available most weekends late March – early November (including during the summer holidays) to lead birthday parties and possibly the Woodland Explorer Club (forest school Saturday club for primary aged children)
- To liaise with leader prior to sessions to ensure you are prepared to carry out the duties on the day, and that the group's needs, and expectations are met.
- To support the leader with supervision and supporting clients with varying needs during sessions.
- To support the leader in creating an engaging, fun and supportive environment, demonstrating flexibility in delivery and support during sessions in response to varying/changing needs of children.
- To ensure that all sessions are well prepared.
- To be aware of and comply with all A Touch of the Wild Policies and Procedures.
- To participate in training and other learning activities/meetings as required.
- To administer basic first aid as the need arises.
- To observe confidentiality at all times.
- To undertake all duties reasonably requested by the Director and leader.
- Hours – variable depending on bookings. A minimum of 7 hours per weekend (28 hours per month), but likely to be significantly more, particularly during the peak season.
- Salary – negotiable, dependent on experience.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Skills and understanding

- Proven ability to assist delivery of environmental education based activities to a wide age range of children.
- First aid trained by the start of the fixed term contract.
- Strong communication, presentation and interpersonal skills with a proven ability to disseminate information to a variety of audiences.
- A strong team working ethos and ability to work collaboratively with leaders and volunteers.

Prior experience

- Forest School Level 2 certification or other relevant outdoor education experience.
- Recent and significant experience in working with children of a range of ages in an outdoor environment.

Behavioural characteristics

- Excellent inter-personal skills and the ability to work with different groups of staff, teachers, students and the general public.
- A flexible and proactive work ethic and a positive attitude.
- Strong customer focus and be able to demonstrate the importance of service quality.
- Ability to communicate to the needs of different audiences.
- Punctual and organised.

Circumstances

- Able to work most weekends from late March – early November. Out of season parties/work is likely to be available.
- Full UK driving licence and own transport.
- Must assist at one or more birthday party (directors' discretion) prior to starting.

Enquiries

Queries about this post can be emailed to Emma – info@atouchofthewild.co.uk

DBS clearance

Please note that as this post will involve working with children/vulnerable adults, your appointment is subject to you receiving satisfactory DBS clearance.

To apply please email info@atouchofthewild.co.uk for an application form. CVs will not be accepted.

Closing date for applications is 5pm Monday 13th September 2021. Interviews will be held Friday 17th September 2021.

