



Exploring the wild side of nature

## **A Touch of the Wild - Forest School Leader – Party Host**

### **Job Description**

#### **Job Purpose**

To carry out the duties of a Forest School Leader 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.

#### **Areas of Responsibility and Key Tasks**

- To plan, prepare and deliver a range of Forest School sessions, with guidance/instruction from the Director and support from assistants as appropriate. 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 clients prior to sessions to ensure plans are appropriate and all needs and expectations are met.
- To supervise and support clients with varying needs while delivering sessions.
- To create and maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running 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
- 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 plan and deliver 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 assistants and volunteers.

#### **Prior experience**

- Forest School Level 3 certification.
- Recent and significant experience in leading Forest School/outdoor education sessions with children of a range of ages.

#### **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, organised (can organise own workload and that of support staff/volunteers).

#### **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](mailto: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](mailto:info@atouchofthewild.co.uk) for an application form. CVs will not be accepted.**

**Closing date for applications is 5pm Monday 13<sup>th</sup> September 2021. Interviews will be held Friday 17<sup>th</sup> September 2021.**