

Railway Land Wildlife Trust

Job Description: Holiday Club Leader



Job title: Holiday Club Leader

Location: Linklater Pavilion, Railway Lane, Lewes BN7 2FG

Responsible to: Head of Learning

Hours: 8.30am – 3.30pm on dates throughout 2023 below:

Thurs 1st & Fri 2nd June

Weds 26th & Thurs 27th July

Mon 31st July & Tues 1st August

Pay: £130 per work day, on a freelance basis

We are looking for applicants who can commit to most / all of the dates above – please give details of availability on your application form.

BACKGROUND

Background to Railway Land Wildlife Trust

The Railway Land Wildlife Trust's vision is for everyone in our community to connect with the natural world. To that end we:

- Provide lifelong environmental learning and engagement for all
- Run the Linklater Pavilion as a focus for local environmental action
- Offer nature based solutions to the climate and ecological crises
- Care for the Railway Land Local Nature Reserve in partnership with the local authority

We run a programme of school visits for primary and secondary pupils, holiday clubs, a mental health project, a volunteering programme, inclusive community events such as walks, talks and hands on learning events, holiday clubs and festivals, and projects that promote nature based solutions to climate change. All our work focuses on the benefits of engaging with the natural world and steps we can take to protect and enhance it. We have a small, friendly staff team and a large cohort of volunteers who support all aspects of our work.

For more information about our work, please visit our website www.railwaylandproject.org

Background to our Holiday Clubs

Our holiday clubs aim to encourage connection to nature by providing a wide range of exciting outdoor play based opportunities to participants aged 6-13 years old. Our clubs have gained in popularity, and are a firm favourite for many local children. We are keen to continue to offer activities that inspire nature connection, curiosity, teamwork, build skills, confidence and love of nature, and to cater for the wide ages and interests of participants.

Our holiday clubs are run by a small team of capable staff in Easter, May half term, and for the first 4 weeks of the summer holidays. We have some spaces in the team and are now recruiting a holiday club leader and assistants for some of our dates. Please specify which role(s) you are applying for. Information about our clubs can be found on our website <https://www.railwaylandproject.org/holiday-club>

HOLIDAY CLUB LEADER

Main areas of responsibility

With support of the Head of Learning or other Railway Land Wildlife Trust staff, to be responsible for the running of the holiday club on the days of work

To represent the Railway Land Wildlife Trust positively and professionally at all times

To manage and direct Holiday Club Assistants and volunteers as necessary

To manage and maintain resources necessary for the sessions

In collaboration with Head of Learning and with support of Assistant Leaders, to plan, deliver and evaluate a range of fun outdoor holiday club activities that increase engagement with nature.

To lead on health and safety, and to report any health and safety or safeguarding concerns to Head of Learning or CEO as soon as practical

To hold participants' data appropriately, liaise with parents as necessary, and report areas of concern to Head of Learning

Person Specification

Qualifications

Level 3 Forest School Leader, environmental conservation qualification, play worker or other similar qualification, OR an equivalent level of experience

First Aid at Work (3 day) or Outdoor First Aid (2 day) or similar, or willing to arrange and undertake prior to start of work

Experience

Leading engaging and fun outdoor activities with groups of up to 20 children that focus on connecting with the natural world

The proven ability to hold group cohesion, deliver information clearly, and set and maintain boundaries in a natural environment

Sharing knowledge of nature with children and young people in relatable ways

Using green woodworking tools and delivering bushcraft activities with children, following best practice safety guidelines

Identifying appropriate activities for particular ages and needs of a wide mix of children

Leading a small number of colleagues and directing volunteers

Putting H&S into practice in the outdoor environment to ensure the safety of staff, volunteers and participants

Knowledge

Knowledge of local natural habitats including wetlands, woodland, and meadow

Knowledge of a wide range of nature based outdoor games and activities that aid exploration and help inform about the natural world, including identification of basic plants and animals

Knowledge of value of play

Awareness of safeguarding guidelines

Skills and Attributes

Positive 'can-do' attitude, and the confidence to adapt plans at short notice in response to group dynamic or weather conditions

Willingness to undertake relevant training, including safeguarding training

Team player with initiative

Confidence in basic IT communications including email, MS Word

Enhanced DBS or willingness for us to obtain on your behalf

***Please indicate whether applying for Holiday Club Leader, Holiday Club Assistant, or both roles on application**

Please contact Milly Hawkins with any queries: education@railwaylandproject.org

Closing date for applications: 27th March 2023