

Railway Land Wildlife Trust

Job Description: Holiday Club Assistant



Job title: Holiday Club Assistant

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

Responsible to: Head of Learning

Hours: 8.45am – 3.15pm on dates worked

2023 dates assistants needed:

Tues 30th May – Friday 2nd June

Mon 31st July – Thurs 2nd August

Monday 7th August – Thurs 10th August

Thurs 17th August

Pay: £90 per work day, on a freelance basis

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

BACKGROUND

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 dynamic programme of school visits for primary and secondary pupils, holiday clubs, a mental health project, a youth engagement project, volunteering programme, and inclusive community events such as walks, talks and hands on learning events and festivals. We work in partnership with other organisations locally on 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 ASSISTANT

Main areas of responsibility

To support the Holiday Club Leader by delivering / co-delivering a wide range of engaging holiday club activities on the days worked.

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

To assist in evaluating, and where needed, assist in planning holiday club activities that increase engagement with nature.

To help manage resources necessary for the sessions

To follow all health and safety guidelines, and to report any health and safety or safeguarding concerns to the Holiday Club leader as soon as practical.

Person Specification

Qualifications

Level 2 or 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 (desirable)

Experience

Delivering engaging outdoor activities with children that focus on connecting with the natural world

Working in a natural environment and sharing knowledge of it with children and young people

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

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

Confidence to work flexibly at the holiday Club leader's instruction, in response to group dynamic or weather conditions

Willingness to undertake relevant training, including safeguarding training

Confidence in basic IT communications including email, MS Word

Enhanced DBS or willingness for us to apply 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