

Role Description

Let's Go Outside and Learn are seeking an enthusiastic and experienced project officer to join our small and dynamic nature connection team working in the London Boroughs of Richmond, Hounslow and Hillingdon.

The post holder will hold responsibility for recruiting and delivering a programme which aims to reach primary and secondary schools in addition to supporting on the design, planning and delivery of sessions aiming to engage children and their wider families.

The role would be well suited to those who have a background working in early education, schools and / or other community engagement initiatives and a passion for working outdoors.

Background

The freelance officer will work across several projects in Richmond, Hounslow and Hillingdon to support existing or new projects. The post holder will lead or support work on the following projects:

- "Imagining a thriving natural world," a year long project funded through Richmond Climate change action plan that encourages greening of secondary schools in line with the biodiversity action plans. E.g. One outcome is to stimulate interest in the Green Sector for jobs.
- 'Carry on Reclaiming the Riverside' A project working with partners to continue restoring the green corridor along the River Crane at Cranford, West London, revitalising 3km of riverside and adjoining habitat, putting the diverse local community at the heart of delivery.
- A schools and family learning programme linked to the River Crane Smarter Water catchment. Schools work for 2023/4 will focus on projects in Hillingdon and family learning will be in Hounslow and Hillingdon.

Let's Go Outside and Learn CIC

Let's Go Outside and Learn CIC aims to connect local communities living in urban and built-up environments to their natural environment and green spaces. We work with people of all ages to achieve multiple outcomes including improved health and wellbeing, stronger communities and increased environmental awareness. Projects target underrepresented groups and people at risk of isolation and work in partnership with other organisations to enrich the work that we do.

This role seeks to connect local people in Cranford to the project through a series of nature-based activities and events over a period of 18 months.

Please contact us for more information about the role or an informal chat:

Email: frances.bennett@lgoal.org.uk

Facebook: www.facebook.com/LetsGoOutsideAndLearn

Twitter: www.twitter.com/LetOutside

Website: www.lgoal.org

To apply for the role: Please send your latest CV and a covering letter detailing how your experiences fulfil the role requirements.

Closing date: 12th April 2023. Interviews will be scheduled for late April

Freelance role title:	Freelance project support officer: Schools and Families
Reporting to:	Project officer and directors
Type of Contract:	Freelance
Length of Freelance Contract:	This is a freelance role is initially for a period of 6 months. Working hours are flexible subject to the Directors' approval.
Location:	Mixture of homeworking and site work in Richmond, Hounslow and Hillingdon. It will be necessary to spend time working on site for meetings and to support project delivery
Number of hours / week	To a maximum of 15 hours/week
Freelance rate:	Negotiable
Additional costs paid as agreed with directors:	Travel Training

Roles & responsibilities

1. Project delivery

To work with the project team to develop community engagement activities and lead outreach initiatives to children, families and schools. Activities associated with this will include:

- Working with directors, other team members and project partners to plan and deliver an engagement strategy, including setting targets and deadlines, identifying, and managing obstacles.
- To work with the project team and stakeholders to recruit to the project delivery from children's organisations, childcare providers, families and schools in the local community.
- To work with project partners to deliver a regular programme of events and workshops to support the different workstreams.
- To ensure the safety and safeguarding of project participants and volunteers.
- To support other project delivery with the project team as required.

2. Partnership working

The project's scope and direction so far has been strongly influenced and shaped by our partners, working alongside partners and stakeholders is key to the success of the project delivery. Activities associated with this aspect of the role will include:

- Coordinating with teams across the organisation, working in partnerships with other organisations and schools on project delivery
- Identifying, contacting and liaising with other partners and stakeholders to ensure full involvement in the project.
- Keeping records of stakeholder engagement to develop a stakeholder database.
- Working with the project team to coordinate the compilation of reports.
- Collating material for use in marketing materials including social media.

3. Person Specification	Required / Advantageous
3.1 Education & qualifications <ul style="list-style-type: none"> • Minimum educational requirements of 3 A levels or equivalent e.g. BTEC or NVQ level 3 • Qualification or solid background experience in teaching, social sciences, biodiversity, ecology, or green infrastructure 	Required
3.2 Specialist knowledge, skills & experience <p>Some experience of community engagement and outreach work for community-based projects (particularly reaching children, families and schools' audiences)</p> <ul style="list-style-type: none"> • An understanding of diverse communities and the barriers that they face in engaging with natural environment • A passion for and knowledge of the natural environment and wildlife and an ability to communicate that passion to others. • Organised with excellent attention to detail and commitment to high quality project delivery • Comfortable working in a dynamic environment with multiple partners • Experience of producing written outputs for a variety of audiences • Some experience of managing multiple project activities with overlapping timelines and competing priorities • Comfortable working outdoors in all weathers as well as in a home- office environment • Self-starter with good initiative. Able to work alone and as part of a team for common goals. 	Required
3.3 Interpersonal & communication skills <p>Strong interpersonal skills are vital – we are looking for a team-player with an ability to communicate with schools, local residents, across the team, to partners and beyond.</p> <ul style="list-style-type: none"> • Ability to develop and maintain effective networks of local service providers • Proven ability to build strong relationships within diverse communities. • Excellent verbal communication skills • Excellent written and presentation skills in English • Ability to build strong relationships with diverse communities • Additional spoken language skills to engage with local community e.g. in Cranford or Hillingdon 	Required
3.4 Additional skills and experience <ul style="list-style-type: none"> • Experience of community engagement in environmental sector • A background in biodiversity and/or conservation • Experience of working with volunteers • Knowledge of current school curriculum 	Advantageous skills and experience
<ul style="list-style-type: none"> • Additional requirements • All applicants are legally required to demonstrate the right to work/permission to work in the UK. • As we are committed to safeguarding and promoting the welfare of those who work with and for the organisation, volunteers and all project participants the role is subject to DBS checks. 	
4 Terms and Conditions <ul style="list-style-type: none"> • This is a freelance role initially for a period of 3 months. • This role is subject to an organisational contract. • The role is subject to 4 weeks' notice on either side. • Working patterns and hours are flexible but require the agreement of directors. 	