# Job Description

## Identification of Job

### Job Title

Heritage Education Officer

### Function

Operations

### Responsible to

Public Engagement Coordinator

### Responsible for

* N/A

### Budgets Held

N/A

## Overall Purpose of Job

Your primary focus will be to run the Charnwood Forest Geopark education programme. This includes the creation and delivery of engaging educational resources with primary, secondary and SEND schools in Charnwood Forest Geopark to help them to understand the geological, natural and cultural heritage of Charnwood Forest. You will also publicise and administer our Learning Landscape grant scheme which provides schools with small grants to enable them to create Outdoor Learning spaces and bursaries to enable local teachers to gain qualifications in Outdoor Learning or Forest School. Finally, you will maintain the schools’ network in the Charnwood Forest Geopark through the publication of our termly school newsletter and occasional networking events for teachers and outdoor learning practitioners.

## Main Responsibilities

### Heritage Education Programme

1. To work with the Geoheritage Interpretation and Conservation Officer, Public Engagement Coordinator, and contractors to develop learning materials for schools which help to share the story of Charnwood’s geological, natural and cultural heritage.
2. To promote and manage the Learning Landscapes grant scheme which provides small grants to schools and publicly accessible sites for the creation of outdoor learning spaces.
3. To support schools to access Forest school training bursaries and work with the National Forest Company’s Outdoor Learning Officer to deliver peer-mentoring events for teachers.
4. To produce a termly newsletter for schools to promote resources, grants, events, competitions and special projects and showcase the great work done by schools within the Geopark.

### Administration

1. To provide formal progress updates to the LPS Steering Group, the Regional Park Board and National Lottery Heritage Fund as required.
2. To assist in the day-to-day management of the website and other social media channels such as Facebook and X (Twitter) to keep the public informed about heritage education projects, learning opportunities and grants.
3. To support other members of the Delivery Team and the Partnership with the organisation and delivery of public outreach activities and stakeholder events.
4. To assist with the monitoring and evaluation of the Scheme.
5. To work with the Finance and Administration Officer to ensure efficient financial management of the education projects.

### Corporate

1. To work with other members of the NFC team to share learning which will benefit the wider National Forest and NFC priorities.
2. To liaise with the NFC Development team on website, social media, print / interpretation and other media content.

## Benefits of working with the NFC

### Salary

This is a part-time post of 18.5 hours (2.5 days) per week for a fixed term from 26 May 2025 to 31 December 2026. The successful candidate will be appointed within the Higher Executive Officer Grade Band 1 which has a full-time salary range of £33,265 to £35,993; pro rata this equates to £16,632 to £17,997 per annum.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is 28.97% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days’ annual leave and 10.5 days public and privilege holidays. Pro rata this equates to 15 days’ annual leave plus 5.5 days public and privilege leave per annum.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
* Discounts for gym membership

### Time off in lieu

The postholder will be required to work occasional weekends and evenings for which time off in lieu will be given.

### Travel

The role requires the postholder to travel around the National Forest and Charnwood Forest Regional Park to attend meetings, events and project activities. The NFC will reimburse public transport expenses or, if using your own car, will pay mileage (currently 45p per mile).

### Policies and procedures

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the National Forest Company. This includes promoting and acting as an ambassador for The National Forest.

## Person Specification

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| Experiences and Qualifications | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| A relevant professional qualification | D | A |
| Or equivalent experiences gained within an environmental, education, heritage or similar role | E | A |
| Experience of project planning and management, including budgets | E | AI |
| Experience of liaison with a wider range of partners to deliver a coordinated programme of activities and events | E | AI |
| Experience of developing and delivering training both face-to-face and online | E | AI |
| Experience of developing monitoring and evaluation frameworks for learning activities | E | AI |
| Experience of working with schools and teaching staff to develop learning materials for primary or secondary age pupils | D | AI |
| Experience of Outdoor Education | D | AI |

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| Knowledge | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| Word processing, spreadsheets, project management and other IT applications | E | AI |
| Knowledge of earth science and/or natural sciences  | D | AI |
| Knowledge of the National Curriculum | D | AI |
| Knowledge of e-learning methods and platforms | D | AI |

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| Skills | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| Excellent inter-personal, written and oral communication skills | E | AI |
| Ability to relate to and liaise effectively with a wide range of people | E | AI |
| Efficient administration and project management skills, including ability to prioritise workloads and meet deadlines | E | AI |
| Creative and able to deliver inspiring learning resources and presentations | E | AI |
| Research skills | D | AI |

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| Personal Qualities and Behaviours | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| High level of enthusiasm, self-motivation and initiative | E | AI |
| Flexible and positive outlook | E | AI |
| Ability to work independently and as part of a team | E | AI |
| Commitment to environmental issues | E | AI |
| Commitment to equal opportunities and able to comply with all relevant child protection and H&S policies | E | AI |