



Job description

Job title: Education Officer, Devonshire Educational Trust, Bolton Abbey

Accountable to: Education Development Manager, Chatsworth

Working with: Education Development Manager, Visitor Manager and the Bolton Abbey staff team.

Purpose of post:

To scope, develop and deliver a new sustainable education programme at Bolton Abbey. The estate already attracts over 400,000 visitors each year and this post will develop resources and chargeable activities aimed at visiting school groups and other youth groups. You will use your knowledge of the education and youth sector to develop engaging and relevant activities. You will also develop links with local schools and youth groups and market these new activities to them, utilizing your effective and engaging delivery experience.

Background

This post is being funded by the Devonshire Educational Trust (DET) which is based at Chatsworth in Derbyshire and is an educational charitable trust that oversees the education programme on the estates of the Duke and Duchess of Devonshire. Chatsworth currently offers a range of educational activities across its estate and has an education team of 4 posts. The new post holder at Bolton Abbey will be line managed by the Education Development Manager based at Chatsworth and have regular contact with the education team based there. This post has been created to establish the feasibility of a sustainable education programme at Bolton Abbey in the longer term.

The post holder will be based at the estate office at Bolton Abbey and we are looking for an enthusiastic and capable individual who has experience of working with a range of ages and abilities. It is likely that the majority of the educational initiatives will initially be delivered in an outdoor setting.

The postholder will receive induction training both at Chatsworth and also at Bolton Abbey

Terms of employment

The salary will be £20,000 pro rata. This is for a part time position working 15 hours per week, preferably spread over three days. The post is subject to a satisfactory DBS check and will have a 6 month probationary period.

Main responsibilities:

1. To develop a range of curriculum linked resources and learning sessions based on the resources available on the Bolton abbey estate.
2. To market these resources and initiatives to the local education and youth sector in the area.
3. To respond to enquiries and book schools and youth groups for initiatives. To keep appropriate records and liaise with the finance team to ensure correct and timely charging for the initiatives booked.
4. To liaise with schools and teachers to ensure the effective delivery of these initiatives.
5. To ensure the initiatives and education programme have a process in place to evaluate their effectiveness.
6. To report on the progress of these projects to the Education Development Manager on a regular basis.
7. To develop self led learning resources for school visits
8. To ensure Health and Safety policies are adhered to.
9. To contribute to the promotion of the education programme at Bolton Abbey, attend teacher events and meetings as required.
10. Identify opportunities to develop complementary family learning opportunities on the estate.

The above is not an exhaustive list and duties may change according to the needs of the business.

Agreed by Dated

Agreed by Dated
Head of Visitor Services and Marketing

Person specification

Essential

- Proven experience of developing and/or delivering learning programmes in an educational, cultural or environmental setting.
- Particular knowledge of and experience in developing and delivering outdoor education programmes.
- A knowledge of education settings, educational policy and networks.
- A great communicator with the ability to connect with people of all ages, backgrounds and interests. In particular the ability to engage with children and young people.
- A confident and capable individual who is able to work under their own initiative.
- Good project management skills.
- Flexibility around working hours
- Experience of working with budgets.
- Competent computer literacy skills.
- An interest in and commitment to the work of the Devonshire Educational Trust
- A creative and adaptable educator with the ability to improve and adapt – often in front of a class of children.

Desirable

- A qualified teacher with school experience
- A forest school qualification
- Experience of marketing to the education sector
- An understanding of rural estates.

SM/MS 06/7/17