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| GROUNDWORK CHANGING PLACESCHANGING LIVES |  |  |
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**Natural Environment Tutor**

**Job Description & Person Specification**

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| **SALARY** |
| £25,000 |

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| **DURATION OF THE POST** |
| Permanent |

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| **BUSINESS UNIT** |
|  Employment & Enterprise |

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| **LOCATION** |
| Ashton under Lyne |

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| **ACCOUNTABLE TO**  |
| Youth Employment Manager |

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| **RESPONSIBLE FOR** |
| Volunteers or Work Placements |

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| **OVERVIEW OF THE POST** |
| Groundwork Greater Manchester is an environmental and social regeneration charity, and member of the national Federation of Groundwork Trusts, working through partnerships to deliver a greener more resilient city region with stronger, healthier communities, responsible businesses and enhanced prospects for all local people. We deliver programmes which:* protect and improve landscapes and urban green space
* facilitate the power of local communities to respond to the climate and nature emergency
* build the skills and resilience of young people to be able to realise their potential
* create jobs and training, particularly within the green economy, to support unemployed adults secure employment and develop new skills – with a focus on people with criminal convictions, young adults, care leavers and armed forces veterans

The post holder will lead the development and delivery of training sessions focused on knowledge and practical skills needed for working within the natural environment sector and carbon literacy. The post holder will deliver training sessions in both classroom and outdoor settings for a range of different learners, with focusing particularly on young people aged 16 to 25. |

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| **MAIN PURPOSES AND DUTIES OF THE POST** |
| * To develop, deliver and assess short training courses, workshop and information sessions focused on the natural environment, environmental sustainability, nature-based solutions to climate change and working in the natural environment sector.
* To develop and deliver Carbon Literacy courses, accredited by The Carbon Literacy Trust, for different groups of learners including unemployed young people aged 16-25
* To actively recruit learners for different courses and activities through networks and partnerships
* To support the development of content for new qualifications
* To provide targeted learning support, 121 reviews and mentoring for individual learners accessing provision
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| 1. Develop, plan and deliver Carbon Literacy Trust accredited Carbon Literacy Courses for different groups of learners using a mixture of face to face and remote learning activities.
2. Working with Groundwork colleagues, project partners and funders develop a flexible programme of training activities, workshop sessions, information updates and volunteering activities relating to the natural environment and conservation, and environmental sustainability.
3. Curate and develop new resources designed to build knowledge and practical skills relating to nature-based solutions to climate change
4. Organise, plan and deliver formal and informal training courses, sessions and activities for different groups of learners, including some activities delivered for year 8-10 students, designed to inspire, develop knowledge and practical skills relating to the natural environment
5. Working with Groundwork colleagues, other environmental charities and NGOs and relevant public and private sector partners develop sessions and activities to support provision of information, advice and guidance for young people and unemployed adults considering a career in the environmental sector.
6. Working with Groundwork colleagues and relevant local referral partners recruit learners for different courses where required and complete relevant enrolment and initial assessment procedures to support production of individual learning plans
7. Provide regular 121 review and support sessions for learners to support them to achieve their programme of learning
8. Complete all necessary monitoring, assessment, action planning and review processes required by awarding bodies and project funders
9. Build and effectively manage relationships with a range of potential employers in the natural environment and green economy sector including understanding their recruitment and selection requirements
10. Working with the Groundwork Marketing & Sales Manager, produce regular content relating to your area of work to be used to on the website, social media and for other publicity.
11. Undertake any other duties that may reasonably be requested by the Youth Employment Manager or Head of Employment & Enterprise.
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| **PERSON SPECIFICATION** |
| **Essential experience:** * Proven experience of delivering high quality accredited and non-accredited training to different groups of learners including young adults
* Experience of planning and developing innovative and flexible programmes of learning
* Experience of delivering environmental education programmes
* Experience of practical conservation activities
* Experience of working within the environmental or related sector

**Desirable experience:** * Experience of developing online training resources or activities
* Experience of training or mentoring disadvantaged adults or young people
* Experience of delivering carbon literacy training courses
* Experience of delivering health and safety and machinery operator training

**Essential knowledge, skills and qualifications**:* Minimum Level 3 Award in Teaching and Learning / PTTLS or equivalent
* Relevant land management, environmental or sustainability qualification
* Full UK Driving Licence
* A skilled communicator and inspirational trainer with the ability to motivate and engage learners
* Good knowledge of current sustainability issues, climate mitigation measures and adaptations and how relates to different employment sectors
* Strong project management and organisational skills
* Computer literate with practical experience of using MS Office and willingness to learn and use other software packages;

**Desirable knowledge, skills and qualifications:*** Level 3 Award in Assessing Competence in the Work Environment
* Level 3 Award in Assessing Vocationally Related Achievement
* Level 3 Certificate in Assessing Vocational Achievement

 (or equivalents)* Carbon Literacy trained
* L3 IOSH Managing Safely or equivalent
* Experienced in delivering training remotely using tools such as Zoom
* Hold relevant machinery operator licences such as Brushcutter and Chainsaw

**Values and ethos:*** A genuine passion for Groundwork’s mission and values
* A passion for the natural world
* A commitment to the delivery of high quality services
* A commitment to educating people to develop more sustainable behaviours
* An understanding and empathy towards the issues faced by young people from disadvantaged backgrounds
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| **ADDITIONAL FACTORS** |
| * Flexible working hours may be needed. We operate a flexi-time system and have a flexible working policy.
* Willing to undertake training and development deemed necessary for the pursuance of the post.
* Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.

DBS and Vetting Requirements:• This post will require an enhanced DBS check (child workforce) |

Prepared By: Venetia Knight, Head of Employment & Enterprise, July 2021