



# GROUNDWORK SOUTH AND NORTH TYNESIDE RECRUITMENT PACK

## Education Project Officer (Forest School)

Groundwork South and North Tyneside | Charity Registration number  
1007918

The Eco Centre, Windmill Way, Hebburn, Tyne and Wear, NE31 1SR

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[www.groundwork.org.uk](http://www.groundwork.org.uk)



ISO 14001  
Registered

Environmental  
Management



**Better Health  
at Work Award**  
Maintaining Excellence



# The Groundwork Approach

The Groundwork movement began 40 years ago at a time of political, social and economic challenge as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed than now. What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings. Groundwork South and North Tyneside exists to harness that pride and unlock that passion through services, projects and programmes that change people's lives now but also make our communities across our region more resilient for the future.



We know that many people face multiple challenges – living in isolation or with significant health issues in communities with few facilities and limited employment prospects. We work with partners to address these challenges in three ways: we create better places, we improve people's prospects, and we promote greener choices

Wherever and however we deliver, our approach will always be informed by our commitments:

- > **We will invest in the places and people that need us most**  
Prioritising our resources to bring about lasting change by building skills and capacity within the local communities where we can make most difference.
- > **We will work with local leaders and listen to local voices**  
Ensuring our work is shaped by those it is designed to benefit and adds value to the assets that exist in local areas.
- > **We will grow a culture of equity and inclusion**  
Operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- > **We will be committed to collaboration**  
Forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact.
- > **We will act as environmental exemplars**  
Championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact.



# Why our Work is Needed

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a globalised economy and a changing climate. We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, net-zero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.

The UK is one of the richest nations in the world yet many people in many communities face significant hardship

- Continued reductions in public spending means there is a risk of greater social inequality and greater geographic disparity as services people rely on are cut
- The neighbourhood services that enhance our quality of life – from youth clubs to parks – have felt the brunt of spending reductions.
- As our economy and welfare system change, some people feel marginalised and vulnerable.
- Environmental impacts – from flooding to energy price rises – impact disproportionately on those who have least protection.
- Addressing these challenges requires new ideas and approaches, engaging communities and businesses and shaping new ways of delivering public services.

- ✓ **89%** of community groups say their work is needed more than ever, but more than half say it has got harder for them to operate in the last ten years
- ✓ **75%** of people say they feel unable to influence decisions about what happens in their local area.
- ✓ **Nearly half** of young people say they feel they don't belong to their neighbourhood.
- ✓ **2.69 million** people do not live within a ten minute walk of a green space. Those who are at greatest risk of poor physical and mental health are more likely to miss out on the benefits of green space.
- ✓ Around **half a million** young people were 'economically inactive' – not in learning or employment and not looking for work.
- ✓ **One in ten** households in England is experiencing fuel poverty, rising to almost one in five for ethnic minority households.
- ✓ **76%** of adults say they are concerned about climate change.
- ✓ **40%** of young people admit to feeling 'overwhelmed' by the climate crisis.
- ✓ **90%** of SMEs said being sustainable was important for their business but more than half said they were finding it difficult to take action.



# Working for Groundwork South and North Tyneside



## VALUES

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Our values inform what we do and how we do it.

We are **environmentally aware** and focused on **communities in need**.

We are **collaborative**, show **integrity** and strive for **quality** in everything we do.



## EQUALITY & DIVERSITY

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We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.



## SAFEGUARDING

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We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved. Safeguarding is embedded in our organisational culture.



## SUSTAINABILITY

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Our federation strategy commits us to being environmental exemplars, which means embedding the principles of sustainable development in what we deliver and the way we work. Sustainable development means meeting our own needs without depleting natural resources for future generations. It also means recognising that our environment, economy and society are all connected.

Groundwork believes that the needs of local communities must be central to the way we tackle the climate and nature emergencies. Our ISO14001 accreditation supports our achievements.



# What are we looking for?

Groundwork South and North Tyneside has been Changing Places and Changing Lives for over 30 years through a variety of environmental, learning, health and skills programmes.

We are looking for a dedicated and compassionate person to deliver and develop Forest School programmes and other outdoor and environmental education.

The successful candidate will be committed to the holistic education of children of all ages. Qualifications are desirable but not essential; Skills and knowledge gained through personal or professional life are just as valuable and training will be considered for a candidate with appropriate skills but no formal qualifications or paid experience.

Due to the diverse range of delivery, it is anticipated that training will be provided during the induction period to the successful candidate to improve skills in any areas which need development; self-awareness of competencies and areas for development, as well as an ability to quickly learn new skills and knowledge are required.



# What difference will you make in the role?

- > As a charity we have a great team of passionate people who are committed to our vision, supporting our local communities and delivering the best outcomes for local people across a large and diverse range of projects. You can learn more about the great work we do by visiting our website

[www.Groundwork.org.uk/hubs/northeastandwestyorkshire](http://www.Groundwork.org.uk/hubs/northeastandwestyorkshire)



The successful candidate will oversee provision to schools from West Boldon Lodge. They will be responsible for increasing school visitors from 3,000 to 4,000+ annually over the next 2 years and maintaining this level long-term, using funding from National Grid. This provision includes:

- > Whole-class day visits which may be focused on curriculum topics such as habitats, life cycles, stories and literacy, stone age, or more, as well as enrichment days to boost wellbeing and resilience;





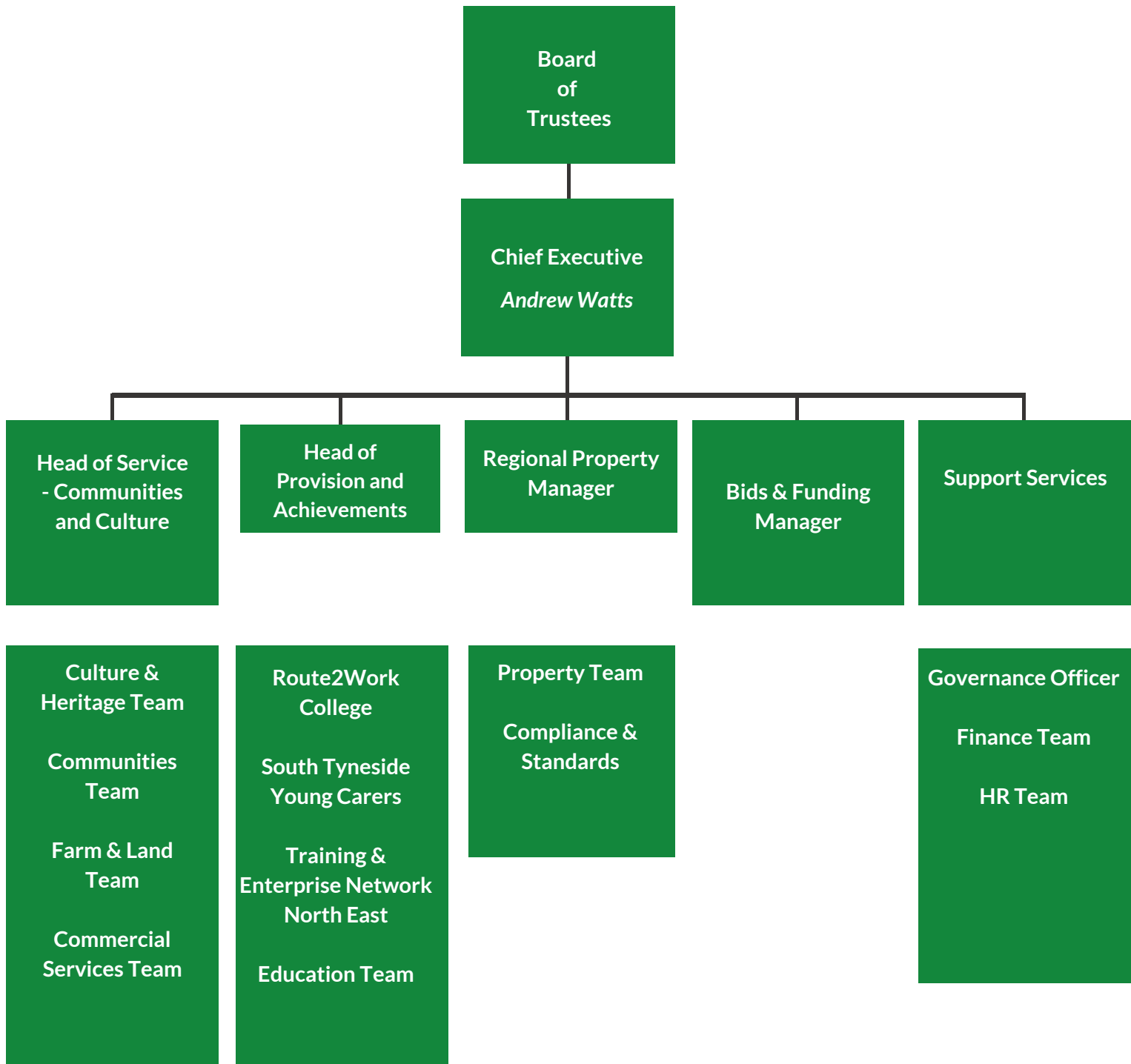
# What difference will you make in the role Continued

- > Whole-class Forest School provision, aiming to help primary school children to connect with nature, improve their wellbeing, and develop personal, social and emotional skills through long-term programmes in the woodland at West Boldon Lodge or in schools;
- > Small group and 1:1 Bespoke Therapeutic Forest School, supporting children and young people for whom mainstreaming education is challenging to increase in self-confidence, emotional-expression and self-regulation, through long-term outdoor programmes;
- > Outreach activities in schools and community spaces to support others to connect with and learn about nature on their doorsteps.

It is anticipated that the post-holder will spend 2-days per week, delivering educational activities and the third day will be spent on project management including financial management, promotion and marketing, evaluation and improvement, reporting etc.



# Our Groundwork Team





## Role Details

**Hours of Work:** 22.5 hours per week, Term-time only. Normal working pattern will be 8:30 - 16:30 Tuesday - Thursday (30 minutes lunch break) Standard terms and conditions

**Work Locations:** Based at West Boldon Lodge, with some potential work in schools and green spaces across South Tyneside and potentially wider

**Salary:** £20,000 - £22,000 pro rata (dependant on skills and qualifications) £10,296 - £11,315 actual salary

**Reporting to:** Education Programme Lead

## Key Tasks

### 1. Educational Activity Delivery

- Plan and deliver stimulating and supportive long-term Forest School programmes for children from reception to secondary school ages
- Plan and deliver informative and engaging day-visits for pupils from reception to Y6.
- Source and prepare materials and equipment for the delivery of activities.
- Carry out risk assessments of all planned activities and ensure delivery is safe.
- Create a welcoming and supportive environment.

### 2. Operational and Financial Performance Management

- Regular review of business and financial plans alongside the Education Programme Lead.
- Ensure appropriate spend of income from clients and funders.
- Contribute to development of the Team's Business Plan.

### 2. Quality Control and Customer Service

- Ensure delivery supports children and young people's wellbeing, social and emotional development and knowledge acquisition.
- Observe participants and record findings to assist with future planning, evaluating and reporting on project impact.
- Liaise with schools and local authorities on programme development, delivery and evaluation.
- Work alongside site work teams to create a stimulating outdoor learning environment at West Boldon Lodge.
- To discuss areas for improvement with Programme Lead, and implement agreed actions.
- Support the implementation of Quality Standards within Groundwork.

### 3. Supervision

- Along with the Programme Lead, support project assistants, apprentices and volunteers which may include direct supervision, supervision meetings and informal training



## Key Tasks Continued

### 5. Business Development

- Maintain and develop excellent relationships with key partners and stakeholders, including local authorities, schools, delivery partners and funders.
- Work closely with colleagues and share knowledge and best practice to improve service delivery
- Promote Forest School and outdoor education delivery to prospective customers and funders.
- Work alongside the Business and Funding Manager to identify and secure external grant funding to further the project.
- Raise the awareness of the Groundwork through engagement with a variety of partners and clients such as schools, children's groups, community groups, voluntary organisations and private companies.





## Person Specification

(A, assessed from application form. I, Assessed at interview)

	ESSENTIAL	DESIRABLE
<b>Education/ Training/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Education or teaching qualification Level 3 or higher, or willingness to undertake (A)</li> <li>• Forest School Leader Level 3 certification, or willingness to undertake (A)</li> <li>• Qualification relating to wellbeing, therapy, mental health, etc. or willingness to undertake (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 or above education or teaching qualification (A)</li> </ul>
<b>Experience and Knowledge (including voluntary or personal experience)</b>	<ul style="list-style-type: none"> <li>• Experience engaging children or young people with nature or in an outdoor environment (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children in an education or care setting (A)</li> <li>• Experience supporting pupils with Special Educational Needs or Social, Emotional and Mental Health needs (A)</li> <li>• Knowledge of the National Curriculum (A, I)</li> <li>• Awareness of key issues in the education sector (I)</li> <li>• Knowledge of the natural environment (A, I)</li> <li>• Knowledge around conservation in the UK (I)</li> <li>• Knowledge around supporting children and young people's mental health and wellbeing (I)</li> </ul>



## Person Specification

(A, assessed from application form. I, Assessed at interview)

	ESSENTIAL	DESIRABLE
Experience and Knowledge (including voluntary or personal experience)		<ul style="list-style-type: none"> <li>Knowledge around supporting children with Special Educational Needs and Disabilities</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Ability to help children and young people to connect with nature (I)</li> <li>Strong verbal communication skills with a variety of audiences including children and young people, teachers and partner organisations (I)</li> <li>Ability to overcome problems calmly (I)</li> <li>Good time management (A,I)</li> <li>Ability to work independently, sourcing own materials, planning own delivery, etc. (A,I)</li> <li>Ability to quickly learn new skills and knowledge (A,I)</li> <li>Skills in networking and creating relationships with clients and partners (I)</li> </ul>	<ul style="list-style-type: none"> <li>Ability to support children and young people to increase their resilience &amp; self-regulation, emotional expression, confidence, independence and teamwork (I)</li> <li>Ability to plan engaging educational activities (A,I)</li> <li>Skills in observing children and recording their personal development (I)</li> <li>Ability to plan, monitor and stick to a budget (A,I)</li> <li>Ability to write and communicate risk assessments (A,I)</li> <li>Flexibility including ability to adapt delivery style to different groups (I)</li> <li>Skills in sensitively managing pupil behaviour (I)</li> <li>Proficient with commercial use of social media (A,I)</li> </ul>





## Person Specification

(A, assessed from application form. I, Assessed at interview)

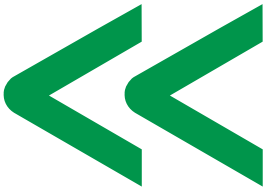
	ESSENTIAL	DESIRABLE
Competencies		<ul style="list-style-type: none"> <li>• ICT skills including use of Microsoft Word, Excel, Outlook and Teams (A)</li> <li>• Ability to minimise negative and maximise positive environmental impact of activities (I)</li> </ul>
Values and Attitudes	<ul style="list-style-type: none"> <li>• Compassionate to the diverse needs of different children and young people (A,I)</li> <li>• Committed to the holistic education of children of all ages (A,I)</li> <li>• Enjoy working outside (A,I)</li> <li>• Ability to motivate self and others (A,I)</li> <li>• Commitment to providing a safe learning environment and activities (I)</li> <li>• Committed to meeting the needs of disadvantaged communities (I)</li> <li>• Reliable and committed (I)</li> <li>• Reflective and committed to ongoing learning and development (I)</li> <li>• Willingness to independently run a day's activities including preparation, set up, delivery, and cleaning (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoy working as part of a team (I)</li> </ul>





**Person Specification**  
(A, assessed from application form. I, Assessed at interview)

	ESSENTIAL	DESIRABLE
Additional Requirements	<ul style="list-style-type: none"><li>• Able to independently travel across South Tyneside with activity resources (I)</li></ul>	<ul style="list-style-type: none"><li>• Full driving licence (A)</li></ul>



## What will we offer you...

- Excellent holiday entitlement of 25 days, rising to 28 days per annum plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours work
- Business travel expenses
- Better health at work activities
- Access to a Cycle To Work Scheme
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff Death in Service scheme
- Friendly, team environment where we support each other to achieve







**CHANGING PLACES**  
**CHANGING LIVES**

*Groundwork South and North Tyneside strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.*

*Groundwork South and North Tyneside is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**join our team**

**Groundwork South and North Tyneside**

**[www.groundwork.org.uk](http://www.groundwork.org.uk)**

