

# **Education Project Officer** (Maternity Cover)

**Groundwork South and North Tyneside** 

**Charity Registration Number 1007918** 

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## 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 local communities where we can make most difference.
- 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 reply 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 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 change
- 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**



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.



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.



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.



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 (SaNT) has been 'Changing Places and Changing Lives' for over 30 years through a variety of environmental, learning, health and skills programmes.



We are looking to recruit a dedicated and compassionate person to deliver our weekly Forest Playschool programmes at West Boldon Lodge. West Boldon Lodge is a partnership between Groundwork SaNT and National Grid, helping people to connect with nature. Forest Playschool is an outdoor play programme for young children aged 1-5 and their parents.

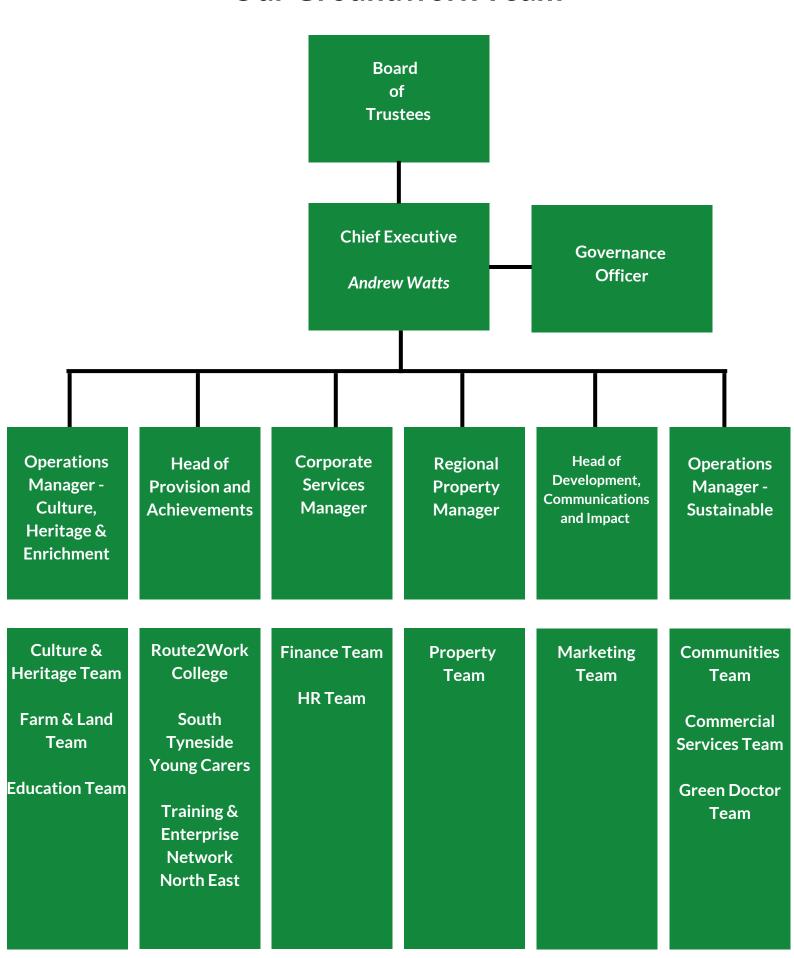
You will deliver a project funded by BBC Children in Need, Masonic Charitable Fund, and a chargeable project. You will be responsible for achieving the aims of the projects:

- 1. Children will have increased self-confidence. In contrast with the national trend, children attending this project will be supported to overcome challenges and achieve. This exposure to risk and challenge creates resilience and self-confidence, as proven by a body of Forest School research.
- 2. Children will have stronger family relationships with parents who are more engaged with their play, learning and development. Through fun, free, engaging activities, parents will be supported to notice and participate in their children's development, enabling and equipping them with the skills, knowledge and environment to support it further.
- 3. Children will develop emotional expression. Through Forest School and imaginative play, children will be able to explore how they naturally feel in different situations and be supported and empowered to express these emotions and begin to understand them

The successful candidate will also run other family events at West Boldon Lodge, and there may be additional hours available facilitating school visits to the nature site.



## **Our Groundwork Team**



### **Role Details**

Hours of Work: 16 hours per week; Project delivery will take place on Thursday and Friday daytimes with remaining hours to worked flexibly during the week. Exact hours can be discussed to suit both parties. Must include 09:30 - 15:30, Thursday and Friday; may include weekend and evening work. Holidays only to be taken during school holidays. 12 month fixed-term contract. Standard terms and conditions apply.

Work Locations: West Boldon Lodge

**Salary:** £22,626 - £25,858 per annum pro rata

Reporting to: Service Manager - Communities

## **Key Tasks**

#### **Educational Activity Delivery**

- Make written plans for Forest Playschool sessions and public events
- Source materials and equipment for the delivery of activities
- Lead 1.5 2-hour long sessions for families, including a selection of crafts, storytelling, singing, exploration and play in line with the Forest School approach
- Carry out risk assessments of all planned activities
- Light and supervise a campfire
- Support parents and children to engage with activities together
- Create a welcoming and supportive environment and facilitate peer support
- Encourage reflection and emotional expression

#### **Quality Control and Customer Service**

- Deliver programmes to a high standard
- Observe participants and record findings to assist with evaluating and reporting on project impact
- To monitor the quality of service delivery through evaluation & review
- Compile reports for funders as necessary
- To discuss areas for improvement with the Service Manager and implement agreed actions
- To support the implementation of Quality Standards within Groundwork
- Maintain and develop excellent relationships with key contacts and stakeholders

#### **Operational and Financial Performance Management**

- Regular review of business and financial plans alongside the team Service Manager
- Ensure appropriate spend of grant funding and report on this annually
- Contribute to development of the team's Business Plan

#### **Business Development:**

- To work closely with colleagues and share knowledge and best practice to improve service delivery
- To raise awareness of Groundwork, through engagement with a variety of partners and clients such as schools, children's groups, community groups, voluntary organisations and private companies.

#### **Supervision:**

- Along with the Service Manager and Coordinator, support project assistants,
   apprentices and volunteers which may include direct supervision and informal training
- Conduct supervision meetings with volunteers

#### **Health & Safety:**

- All employees have a responsibility of care for their own and others' health and safety
- To oversee the H&S of activities in-line with Groundwork's Health & Safety Policies and Procedures
- To liaise with the Service Manager and Coordinator, the Trust's H&S Lead, and External Consultant on H&S matters relating to sites, activities and operating procedures

#### Safeguarding:

 We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.

#### **Additional Responsibilities**

- The duties and responsibilities in the job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- To be aware of, and comply with, all measures to support our environmental standard ISO 14001
- To be aware of, and fully comply with all areas of Information Security in particular GDPR (General Data Protection Regulations) 2018

## **Person Specification**

	ESSENTIAL	DESIRABLE
Education/ Teaching Qualifications	<ul> <li>Maths and English GCSE at grade C or above or equivalent</li> <li>Early Years or Primary teaching or childcare qualification - Level 3 or higher</li> </ul>	Early Years Teacher status
Experience and Knowledge	Experience working with children and families in an educational setting	<ul> <li>Experience working with children under 5</li> <li>Knowledge of the natural environment</li> <li>Knowledge of the EYFS framework</li> <li>Awareness of the family activities "market"</li> <li>Knowledge of "Nature Connectedness"</li> <li>Knowledge around children's mental health and wellbeing</li> </ul>
Values and Attitudes	<ul> <li>Enjoy working as part of a team</li> <li>Committed to the needs of all members of the community</li> <li>Ability to motivate self and others</li> <li>Commitment to providing a safe learning environment and activities</li> <li>Committed to protection and enhancement of the natural environment</li> <li>Reliable and committed</li> </ul>	Enjoy working outside



# **Person Specification**

	ESSENTIAL	DESIRABLE
Competencies	<ul> <li>Ability to support children to increase their self-confidence</li> <li>Ability to foster positive family relationships</li> <li>Ability to support children to develop emotional expression</li> <li>Activity/event planning skills</li> <li>Strong verbal communication skills with a variety of audiences including children, parents and partner organisations</li> <li>Strong written communication skills with a variety of audiences including prospective customers, existing participants and funders</li> <li>Ability to overcome problems calmly</li> <li>Good time management</li> </ul>	<ul> <li>Skills in observing children and recording personal development</li> <li>Budget management skills</li> <li>Networking skills</li> <li>Able to pick up new knowledge and skills quickly</li> <li>Flexibility including ability to adapt delivery style to different groups</li> <li>Proficient with commercial use of social media</li> <li>ICT skills including use of Microsoft Word, Excel, Outlook and Teams</li> </ul>
Additional Requirements	Willing to complete First Aid training	Full Driving Licence



## What will we offer you

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

https://www.groundwork.org.uk/south-and-north-tyneside/

#### You'll get;

- Enhanced Pension Scheme
- 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





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



