

Biodiversity Education Assistant

Description

Sutton Nature Conservation Volunteers are looking for an enthusiastic volunteer to run both formal, and informal, environmental education sessions for children aged 3-18 years at Sutton Ecology Centre as well as other green spaces and nature reserves around the London Borough of Sutton.

This role is suitable for candidates who are looking to improve their career opportunities in environmental education, as well as experienced candidates who are looking for a rewarding long term volunteering opportunity.

The successful candidate will be supporting the Biodiversity Education Officer in all aspects of running the London Borough of Sutton's Biodiversity Education Service. This includes bookings, promotion and resource preparation and delivery of education sessions. Full training will be provided.

We are looking to fill this post with someone who can commit to two days a week starting in March 2015 until end August 2015.

Main duties and tasks:

- Assisting the Education Officer with planning, preparation and running holiday activities for children, school sessions and weekend events.
- Full on the job training provided to be able to teach and lead education sessions.
- Helping to supervise and support other volunteers from a wide range of backgrounds, including those with special needs.
- Development of our education programmes and educational resources.
- Occasional creative projects to get involved in, depending on special interests or skills & talents.
- Assisting with school and event bookings and other administration and general office-based tasks.

Hours required:

- The candidate will be able to commit to two days per week, Monday and Tuesday from March 2013 through to end August 2013.
- Minimum hours on days of volunteering 9am to 4pm.

Person Specification

- Previous experience of working with children/ young people & volunteers
- Reliable with good time keeping skills
- Excellent interpersonal & communication skills
- Good IT skills, and a working knowledge of Microsoft Office
- Willing to work outdoors in all weathers and sometimes get mucky!
- Interest in the environment/education/nature conservation
- Teaching qualification (desirable)
- Experience of working with whole class KS1 or KS2 pupils (desirable)

Why volunteer with us:

- Free in-house training and access to free workshops/talks/events
- Gain proven experience in Environmental Education
- First Aid Qualification
- Full on the job training & support provided
- Learn new skills and meet new people

BACKGROUND INFORMATION

Sutton Nature Conservation Volunteers are the main nature conservation organisation operating within Sutton. For background, [visit www.sncv.org.uk](http://www.sncv.org.uk).

Biodiversity Education Service is part of the London Borough of Sutton's Biodiversity Team. During term time we provide formal education sessions to schools at Sutton Ecology Centre and other nature reserves around the Borough as well as outreach to schools. During school holidays, we provide informal education to children and families through fun and innovative holiday activities both at Sutton Ecology Centre and other nature reserves and green spaces. At other times during the year we provide weekend events such as fairs and open days to promote biodiversity within the borough. Our aim is that, through education, we will help raise awareness of Sutton's biodiversity, and therefore ensure its preservation in the future. Visit www.sutton.gov.uk/biodiversity or find us on [facebook](#).

TO APPLY

Please send your C.V. and a personal statement to biodiversity@sutton.gov.uk by end **Monday 23rd February**, giving clear examples of how you meet the person specification.

Interviews: Monday 2nd March 2015

Anticipated start date: 9th March 2015

Only candidates who are able to commit for 6 or more months need apply. Unfortunately, no living costs or accommodation can be financed through the project so applicants must be able to self-fund or commute to Carshalton. Please note applicants will be required to undergo a CRB (Criminal Records Bureau) check.

For an informal chat, please contact Mary Buckton (Biodiversity Education Officer) on 020 8770 5820 or email mary.buckton@sutton.gov.uk. If you prefer, you can write to us at: Sutton Ecology Centre, The Old Rectory, Festival Walk, Carshalton, Surrey, SM5 3NY