

## Job Description and Person Specification: Education and Learning Officer

### Keep Scotland Beautiful – Your charity inspiring action for our environment

<b>Our Vision</b>	A clean, green, sustainable Scotland.
<b>Our Mission</b>	To inspire changes in behaviour to improve our environment, the quality of people's lives, their wellbeing and the places that they care for.
<b>Our Values</b>	<p><b>We are Collaborative</b> – we believe in collaboration and the power of working in partnership with a cross section of society.</p> <p><b>We are Positive</b> – about the changes that people, communities and organisations can make.</p> <p><b>We are Ambitious</b> – and will match the environmental challenges we face with positive action.</p> <p><b>We are Innovative</b> – and ensure our work develops to meet the needs of those we aim to inspire and support.</p> <p><b>We are Influential</b> – we use our influence to support others make environmental improvements.</p>
<b>Our Way</b>	<p><b>Community engagement</b> – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage.</p> <p><b>Climate Action Schools</b> – We provide education initiatives for children, young people and educators to help you understand the challenges our environment faces and to empower you to take positive action.</p> <p><b>Campaigns</b> – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action.</p> <p><b>Training, assessments and awards</b> – We support you to understand, fulfil and exceed your environmental responsibilities using bespoke training, audits and assessments. We celebrate your success with awards.</p>

<b>Job Title:</b>	Education and Learning Officer
<b>Job Grading:</b>	Level 2 - Officer
<b>Location:</b>	Stirling
<b>Reporting to:</b>	Education and Learning Coordinator

### **Job Purpose**

Reporting to the Education and Learning Coordinator the **Education and Learning Officer**, will be part of the Education and Learning (E&L) Team and will ensure that our Climate Action Schools (CAS) Programme is supported, developed and implemented. The Education and Learning Officer will have a particular focus on increasing engagement with the Eco-Schools Scotland Programme and pupil voice activities.

The Education and Learning Officer will also support learning establishments to engage with other elements of the CAS Programme and, where appropriate, wider Keep Scotland Beautiful projects.

### **Key Responsibilities**

1. To support the E&L team to increase the engagement of learning settings in the Eco-Schools programme, including through the delivery of in-person workshops and visits.
2. To support the engagement of young people in environmental action and advocacy, including through the delivery of in-person pupil voice workshops.
3. To assist in the delivery and development of other key CAS projects when required including, but not limited to, Climate Ready Classrooms and Live Lessons.
4. To assess Eco-Schools applications including to support practitioners with queries if needed
5. To support learning settings to actively engage with CAS projects and, where appropriate, wider Keep Scotland Beautiful projects.
6. On an on-going basis, to contribute to monitoring, evaluating and reporting on projects.
7. To liaise as necessary with partners and other stakeholders to build and maintain positive working relationships and further the development of the CAS programme.

#### GENERAL

8. To contribute effectively to the E&L team and the wider work of KSB through participation in discussion and meetings to assist in the achievement of KSB objectives.
9. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
10. To familiarise, develop and adhere to all internal policies and procedures
11. To ensure compliance with the company's Health and Safety policy.
12. To observe the company's Equal Opportunities Policy.
13. To undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities

**Please note:** This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload.

## Person Specification: Education and Learning Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> <li>Educated to degree level (SCQF Level 9) and/or relevant work experience relating to the role</li> </ul>	<ul style="list-style-type: none"> <li>Carbon Literate</li> </ul>
Experience / Skills	<ul style="list-style-type: none"> <li>Experience of working with schools and/or local authority education services</li> <li>Experience of Scottish Educational context including Curriculum for Excellence and Learning for Sustainability</li> <li>Experience of working across multiple projects</li> <li>Experience of developing and delivering curriculum focused materials, workshops and training for young people and educators</li> </ul>	<ul style="list-style-type: none"> <li>Ability to create, maintain and enhance working partnerships</li> <li>Computer literate to an advanced level and experienced in digital and social media</li> <li>Experience of the planning, development and implementation of events.</li> <li>An understanding of sustainable development, environmental education and the role of organisations across Scotland that focus on Learning for Sustainability</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Please see separate Competencies document for this job grade.</li> </ul>	
Values and Attitudes	<ul style="list-style-type: none"> <li>Commitment to the aims and objectives of Keep Scotland Beautiful; combat climate change, tackle litter and waste, restore nature and biodiversity and improve places</li> <li>Values: Collaboration, Positivity, Ambition, Innovation, Influential</li> <li>Commitment to fair, inclusive, equal opportunities and healthy and safe working practices</li> <li>Able to exercise discretion in handling confidential and sensitive information</li> </ul>	
Other	<ul style="list-style-type: none"> <li>Ability to travel with full, valid UK driving license</li> <li>Able to undertake some evening and weekend commitments</li> <li>Willingness to participate in training (where relevant)</li> <li>This post is subject to a satisfactory Disclosure Scotland (PVG) check</li> </ul>	