

- Job Title:** Educational Development Officer (Young Reporters Scotland and Upstream Battle) 0.6FTE
- Location:** Stirling
- Reporting to:** Education & Learning Manager

JOB PURPOSE

Reporting to the Education & Learning Manager the **Educational Development Officer**, will be part of the Education and Learning Team and will ensure that the Young Reporters Scotland and Upstream Battle Education initiatives are developed, promoted and implemented. The Education Development Officer will also support participating schools to engage with the Eco-Schools Scotland programme, other Education & Learning team projects and where appropriate wider Keep Scotland Beautiful projects.

KEY RESPONSIBILITIES

1. To develop, promote and implement the Young Reporters Scotland initiative and competition.
2. To develop and disseminate audience specific materials to promote and support engagement with Young Reporters Scotland by young people and educators in Schools, Further and Higher Education institutions and Community Groups across Scotland.
3. To develop and implement Young Reporters Scotland workshops in target areas as identified in conjunction with the Education & Learning Manager.
4. Where appropriate, to encourage, facilitate and support volunteer young reporters facilitators to participate and support Young Reporters Scotland, in line with the Volunteer Policy and Procedures.
5. In conjunction with the Education Support Officer (Communications and Policy) develop web-based, digital resources including webpages to support implementation of Young Reporters Scotland and promote it Scotland through the use of websites, social media and other media channels as appropriate.
6. To liaise with the Foundation for Environmental Education (FEE) regarding the Young Reporters for the Environment Programme and competition.
7. To support development, promotion and implementation of the Upstream Battle Education initiative in line with the agreed project plan.
8. To promote and support Young Reporters Scotland and Upstream Battle participating schools to actively engage with the Eco-Schools Scotland programme, other Education & Learning team projects and where appropriate wider Keep Scotland Beautiful projects.
9. On an on-going basis, monitor, evaluate and report on the progress of projects.
10. In conjunction with the Education & Learning Manager explore future funding and development opportunities for the Young Reporters Scotland and Upstream Battle Education initiatives.
11. In conjunction with the Education & Learning Manager liaise with the Upstream Battle Project Officer and Operations Manager (Commercial) as appropriate to support the Upstream Battle Education initiative.

12. To liaise as necessary with schools, local authorities, regional improvement collaboratives, further and higher education institutions, community groups and other stakeholders.
13. To understand, support and advise educators and other parties throughout their work with core Education and Learning team projects (e.g. Eco-Schools Scotland, etc).
14. Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners.
15. To contribute effectively to the Education & Learning team and the wider work of KSB through participation in discussion and meetings to assist in the achievement of KSB objectives.
16. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
17. To familiarise, develop and adhere to all internal policies and procedures.
18. To ensure compliance with the company's Health and Safety policy.
19. To observe the company's Equal Opportunities Policy.
20. To undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.

This list should not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload of the EDO.

Education Development Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Relevant degree or post graduate qualification • Evidence of career development 	<ul style="list-style-type: none"> • Formal professional qualification • Evidence of CPD within the GTCS professional update/professional recognition or other relevant programme
Experience/ Skills	<ul style="list-style-type: none"> • Understanding of education policy and practice (including Curriculum for Excellence and Learning for Sustainability) • Experience developing and delivering media focussed education initiatives • Evidence of innovative or enhanced practice in education and learning • Experience of international education initiatives and global citizenship programmes • Experience of developing networks and positive working relationships within the public, voluntary and private sectors • Experience of developing and managing multiple projects • Experience of managing and developing sustainable development education initiatives • An understanding of sustainable development and the role of sustainable development and climate change organisations across Scotland 	<ul style="list-style-type: none"> • Experience of working with schools and local authority education or children services • Experience of delivering professional learning programmes for educations and/or induction and training programmes for volunteers • Computer literate to an advanced level and experienced in the applications of new technologies and digital and social media • Experience of evaluating education projects and processes for capturing impact • Experience developing and delivering STEM and learning for Sustainability focussed education initiatives
Competences	<p>Behaving ethically - Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice.</p> <p>Teamwork - Ability to work as part of a team, motivating, influencing and supporting others.</p> <p>Customer focus - Understanding of own role and its relationship to the customer, internal and external, continuously focusing on seeking to exceed customer expectations.</p> <p>Acting confidently and taking decisions - Being assertive and unhesitating in taking the lead and accepting accountability for ones responsibilities; taking decisions and stating views confidently and succinctly, eliminating 'blame culture'.</p> <p>Effective communication - Willingness to actively listen to others, actively share information and have the ability to express oneself clearly.</p> <p>Making and meeting commitments – Executing and achieving what is promised through planning and organising priorities. Monitoring progress to ensure consistently high standards.</p> <p>Innovative and creative thinking - Ability to identify opportunities and take action to bring about improvements.</p> <p>Gaining information effectively -Proactively using knowledge to facilitate progress and/or assist problem solving</p>	

Person Specification



Values and Attitudes	<ul style="list-style-type: none">• Commitment to the aims and objectives of Keep Scotland Beautiful• Belief in partnership working• Flexibility• Confident• Enthusiastic• Commitment to equal opportunities and healthy and safe working practices• Able to exercise discretion in handling confidential and sensitive information
Other essentials	<ul style="list-style-type: none">• Ability to travel with full valid UK Driving Licence• Able to undertake some evening and weekend commitments• Willingness to participate in training (where relevant)