



Job Description

Education Coordinator

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone	Director	30 hours per week, flexi-time basis over year	Up to £32,500 pro-rata

Job Purpose

To lead and implement the education and public programmes at Bore Place, drawing on the experience and understanding of the debates and philosophical discourses around education for sustainable development, global citizenship and justice, and connecting children and adults with nature and the outdoors.

To manage and work with a small team of education staff and work collaboratively with other staff to deliver education and public programmes.

To promote this work to schools and other groups through face-to-face presentations, assemblies, developing networks and producing papers and other publications for use at conferences and other events.

To explore opportunities for collaborative working with staff across the organisation that will provide long-lasting and meaningful benefits to both groups and individuals.

Responsibilities and tasks

Strategy and Development

Leading and implementing the strategic development of education programmes, including monitoring and evaluation systems, and engaging with schools as they develop and implement new curricula.

Initiating longer-term partnerships with schools to create a strong, ongoing connection with opportunities for engagement throughout the different year groups.

Promoting the use of Bore Place as a site for school residential visits.

Identifying opportunities to utilise the rich and varied resource that the Bore Place estate offers to connect groups with the environment and its natural history

A member of the management team, taking part in regular management and trustee meetings.

Management and coordination

Overall management of the education team, work programmes and resources.

Setting, monitoring and managing the income and expenditure budget for the Education Programme.

Identifying opportunities for funded work and income generating activities; implementing these as appropriate in collaboration with the director, education team and other staff

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Delivery – carrying out, and organising others to carry out, education programmes.

This includes:

Programmes of work in further and higher education.

Programmes of work in continuing professional development of teachers.

Development of the schools programme in collaboration with the Lead Teacher for school pupil visits.

Development of the SEND programme for schools and community groups in collaboration with the Lead Teacher for SEND.

Development of follow-up resources for independent use by teachers within schools.

Profile raising and external communications

Preparing and implementing an annual marketing and promotional plan for our programmes.

Promoting our education programmes by keeping in touch with users (existing and potential), through regular e-mailings, website and social media in collaboration with the Admin team.

Production of promotional materials in collaboration with other staff.

Initiating, developing and coordinating organisational links with wider educational bodies.

Maintaining and developing relationships with schools and education networks to encourage take up of our education programmes in collaboration with the Events Coordinator.

Housekeeping and administration

Coordinating with other staff to ensure the spaces, equipment and facilities are kept ready and welcoming.

Legal requirements

Adhering to health and safety, child protection and other statutory regulations.

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Person specification

Qualifications/Experience - Essential

Educated to degree level and experience of teaching/working with schools.

Experienced leading small teams with a collaborative approach and 1-1 staff management.

Excellent project management and financial management of budgets.

Experience, understanding and leadership of education for sustainability and its role in enabling a more just and sustainable world.

Experience of and interest in some of the many philosophical debates, academic thinking and practical activities being developed within education for sustainability.

Excellent communication skills – spoken and written.

An ability and willingness to work in a practical, physical way outdoors in all seasons and weathers.

Qualifications/Experience – Desirable

Excellent partnership working to deliver projects and experience of successful grant and funding applications.

Key attributes

Committed, creative and passionate educator.

Commitment to our values and vision.

An ability to make creative and practical connections between different areas of the curriculum, including the arts, science, geography and technology.

An understanding of the head, heart and hands approach to learning.

Knowledge of / interest in sustainable development, organic farming, global learning and global citizenship.

Knowledge of / interest in natural history and connecting people to the environment for learning, wellbeing and / or mental health.