



May / June 2022

**Education Officer (Job Share)**  
**Colvend, Grassington**

**Permanent, Part-time**  
**18.5 Hours per week (0.5FTE)**

Dear Applicant,

Thank you for your enquiry in regard to the above position.

This recruitment and information pack includes the following:

- A job description and person specification;
- Background information; and
- Terms and conditions of employment.

Our online application process allows you to complete the form in stages and you can log in/out at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the job description and person specification and provide examples.

The closing date for completed application forms is **11.00pm on Wednesday 15 June 2022** and the anticipated interview date is **Wednesday 22 June 2022**.

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, [www.yorkshiredales.org.uk](http://www.yorkshiredales.org.uk).

We look forward to receiving your application and thank you for the interest you have shown in working for the Yorkshire Dales National Park Authority.

Yours sincerely

**Vikki Thomas**  
**Head of HR**

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# YORKSHIRE DALES NATIONAL PARK AUTHORITY

## JOB DESCRIPTION

JOB TITLE	Education Officer
GRADE:	Band D
RESPONSIBLE TO:	Education and Engagement Manager
RESPONSIBLE FOR:	No direct management responsibility

### OBJECTIVES OF THE POST:

The objective of this post is to deliver the Authority's education programme in and around the National Park. Through curriculum and skills-based activities the programme aims to better connect school children and students of all ages with the environment and increase their knowledge and understanding of the National Park.

In particular, it will do this by:

- Developing and delivering a range of curriculum activities to students from early years through to tertiary education including fieldwork sessions, and classroom based lessons, assemblies, talks and walks.
- Working in partnership with schools and organisations to increase the reach and capacity of the Authority's education resource.

This post sits with the education and engagement team, and is expected to help deliver across the full range of the team's learning and engagement work, as required.

### DUTIES & RESPONSIBILITIES

To develop, organise and deliver a range of curriculum based activities to school children and students from early years through to tertiary education including fieldwork sessions, enquiry based work, and classroom based lessons, assemblies, talks and walks.

To deliver activities to a high quality in an engaging manner, appropriate to the audience and consistent with the Authority's curriculum material and lesson plans.

To undertake all aspects of preparation required including: completing risk assessments, booking forms, collecting and maintaining equipment and resources, communicating with the school and other adults involved and where required, liaising with landowners and other organisations about activities.

To undertake evaluation and feedback exercises with groups and to complete reporting after education visits including, where necessary, collating evaluation data collected together with reports from other participants, leaders and organisations.

To produce regular reports to show outputs against performance indicators and identify learning and implement improvements in response to this and other feedback.

To work with relevant Authority staff and external organisations to refine and develop new educational programmes in line with the national curriculum and Authority objectives and particular needs of schools.

To develop partnerships and projects that extend the reach and capacity of the Authority's education programme.

To be pro-active in communicating with schools for example through regular networking sessions.

Undertake research for, and development of learning materials and resources including for the learning area of the Authority's website.

To supervise volunteers, work experience students, and support teacher placements.

To run training sessions for teachers to support the Authority's education programme.

To build a network of contacts and good working relationships with individuals, schools and other bodies and educational establishments, in the National Park's catchment area,

To work with colleagues across the Authority e.g. Dales Countryside Museum and the Ranger service, to deliver an integrated park-wide education programme and produce agreed and targeted information and publications.

To work with, and where relevant supervise and train volunteers to help deliver education activities.

To develop and manage specific one-off education events or courses as appropriate.

To manage budget(s) assigned to the post and/or education programme, and related initiatives as appropriate including producing budget bids and forecasts against allocation, and helping with grant claims where appropriate.

To comply with the Authority's Health and Safety policies, Codes of Safe Working Practice and child protection policy.

Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.

**PERSON SPECIFICATION  
EDUCATION OFFICER**

<b>QUALIFICATIONS:</b>	<b>Essential</b>	<b>Desirable</b>
A level 6 (degree level) qualification, preferably in an environmental subject.	✓	
Appropriate outdoor qualification e.g. Hill and Moorland Award, or willingness and ability to achieve relevant award	✓	
<b>EXPERIENCE:</b>		
Considerable teaching or group leader experience.	✓	
Experience of developing and delivering curriculum based outdoor learning activities to meet the needs of schools and learners	✓	
Experience of working with partners to achieve strategic objectives and agreed outputs	✓	
Experience of working with volunteers		✓
<b>SKILLS AND PERSONAL QUALITIES:</b>		
Some knowledge, interest and passion for the natural world	✓	
Substantial knowledge of health, safety and wellbeing practices relating to the safe delivery of activities	✓	
Access to a car or access to a means of mobility support to meet demands of the post (if driving must have a current valid driving licence and appropriate insurance)	✓	
Excellent communication and inter-personal skills	✓	
Good organisational skills with the ability to prioritise workload effectively to meet deadlines and manage competing demands	✓	
Proficient in the use of IT, including Computer literate in the use of Microsoft Office software, including Word, Power Point, Publisher and Excel	✓	
Ability to work occasional evenings and weekend days to deliver the objectives of the post.	✓	
A good interest and understanding of the National Park and a firm commitment to the aims of the National Park Authority.	✓	
A supportive and co-operative team member with the ability to work independently using own initiative and as part of a multi-disciplinary team.	✓	
A positive and pragmatic approach to work, with an ability to find creative solutions.	✓	
Knowledge and use of evaluation techniques.		✓

This post is subject to a Disclosure and Barring Service (DBS) check

The post works mainly with schools, to facilitate this the amount of annual leave taken during terms time is expected to be minimal.



**Education Officer**

**Based at Colvend, Grassington**

## **Background**

The Yorkshire Dales National Park was designated in 1954 in recognition of its extraordinary natural beauty, the diversity of its wildlife habitats, its rich cultural heritage and its fantastic opportunities for outdoor recreation. It is a dramatic upland dissected by numerous long glaciated valleys or dales with a resident population of over 23,000 people. The area is a working landscape, with agriculture, quarrying and tourism, offering the main employment opportunities. Indeed, it is the long history of people settling in and working this harsh environment that has created a cultural landscape recognised today as one of the most distinctive in Western Europe.

The Park is looked after by the Yorkshire Dales National Park Authority and it's the Authority's job to care for this very special place and its communities and to help people understand and share in it.

The National Park was extended to the north and west on 1 August 2016, it now covers an area of 2,179 square kilometres (841 square miles).

It is one of a family of 15 National Parks in the UK, protected for future generations to enjoy. Truly Britain's breathing spaces.

From 1974 the whole of the Yorkshire Dales National Park was administered by a Committee of North Yorkshire County Council but, as a result of the Environment Act 1995, the new National Park Authority was established on 1<sup>st</sup> April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of both county council and district council representatives as well as parish representatives and members appointed by the Secretary of State.

The 1995 Environment Act revised and updated the purposes of national parks which are:

“conserving and enhancing the natural beauty, wildlife and cultural heritage of the areas, and promoting opportunities for the understanding and enjoyment of the special qualities of those areas by the public”.

In pursuing these purposes, the Authority:

“shall seek to foster the economic and social wellbeing of communities within the National Park.”

The National Park Authority is advised by the Chief Executive (National Park Officer), who is supported by approximately 165 staff.

## **Terms and condition of employment**

### **Pay**

This role has been confirmed as a Band D

Salary: £23,484 to £30,095 pro rata, per annum

### **Work Base**

Colvend, Grassington, Near Skipton, BD23 5LB

There will also be some travel within the Park required as part of the role.

### **Pension**

Staff meeting the minimum criteria are automatically brought into the Local Government Pension Scheme (LGPS), unless they elect otherwise.

### **Hours of Work**

The hours of work are 18.5 hours per week (0.5FTE)

A flexitime scheme is in operation. This allows you to vary your start and finish times within set parameters to help your work fit in with your social and domestic responsibilities. If you have accrued sufficient time, the scheme allows you to take up to 12 days (pro rata'd for part time staff) extra leave during the year.

### **Holidays**

The holiday entitlement is based on length of continuous service within Local Government or related employment and calculated on a pro rata basis for part time staff.

On commencement of employment: 25 days.

After 1-year continuous service: 26 days.

After 2 years' continuous service: 27 days.

After 3 years' continuous service: 28 days.

After 4 years' continuous service: 29 days.

After 5 years' continuous service: 30 days.

Plus Bank Holidays.

### **Training and Development**

The Authority is committed to the professional and personal training and development of its staff. To support this, the Authority has achieved the national Investors in People (IIP) Standard.

An appraisal scheme is in place for all staff and opportunities to undertake in-house and external training programmes are available.

## **Recruitment Clearance**

The offer of appointment is subject to confirmation of right to work in the UK, medical clearance by Occupational Health, Disclosure and Barring Service (DBS) checks and the receipt of satisfactory references.

## **Miscellaneous**

New entrants to local government are subject to a probationary period of six months.

The notice period applicable to this post is 2 months.

## **Application process**

The online application form can be completed in stages and you can login/logout at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the job description and person specification and provide examples.

Applications must be submitted **by 11.00pm on Wednesday 15 June 2022**, to be considered by the selection panel. Once you submit your application online you will receive an email to confirm receipt.

## **Anticipated interview date – Wednesday 22 June 2022.**

Our recruitment process treats all job applications equally, regardless of age, disability, gender identity, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. That said, we particularly encourage applications from people from Black, Asian and other minority ethnic (BAME) backgrounds, as this group are currently under-represented throughout the Authority.

For an informal chat about this vacancy, please contact Catherine Kemp, Education and Engagement Manager, on 01756 751641 or [Catherine.Kemp@yorkshiredales.org.uk](mailto:Catherine.Kemp@yorkshiredales.org.uk).