

SOUTH DERBYSHIRE DISTRICT COUNCIL PERSON SPECIFICATION

Directorate: Services	Service: Cultural Services (Environmental Education Project)	Job Title: Environmental Education Project Facilitator / Ranger (casual)
-----------------------	--	--

ESSENTIAL	DESIRABLE	HOW ASSESSED
<ul style="list-style-type: none"> Environmental and / or educational qualifications to degree level OR evidence of equivalent knowledge and experience. Excellent presentation and communication skills, and ability to communicate subjects clearly and precisely to target age groups IT skills -working knowledge of Microsoft Word/outlook and ability to use email to organise work dates 	<ul style="list-style-type: none"> Environmental and/or heritage work with children and/or adults (paid or voluntary). Awareness of Risk Assessment, and other Health and Safety and Child Protection issues. Knowledge and experience of 'Forest School' learning (facilitators only) Conservation project knowledge and delivery including tool safety (Rangers only). Basic cash handling skills / experience 	Application form and Interview, including simple interview 'test'

Competency	Level	Essential	Desirable	How Assessed
Achieving Results	1	<ul style="list-style-type: none"> To plan and deliver all sessions, activities and development work to a high standard in line with the reputation, aims and objectives of the Env Ed Project and the needs of the customer. 		Application form and Interview
Communication	2	<ul style="list-style-type: none"> Ability to learn and communicate subject matter clearly and precisely to various age groups using a variety of methods. Ability to write new session plans and instructions which are clear for others to follow 		Application form, interview tests and Interview

Creative Thinking	1	<ul style="list-style-type: none"> Ability to demonstrate creativity and innovation in activity development and delivery 		Application form and short interview test
Customer Focus	2	<p>Able to deliver activities at the right level for all ages and abilities and remain in constant liaison with the customer to make sure that the session meets targets and objectives.</p>		Application form and interview test

Competency	Level	Essential	Desirable	How Assessed
Decision Making and Problem Solving	1	<p>Well organised and methodical.</p> <p>Able to use EEP aims, objectives and work plan and customer needs to determine how to develop new projects appropriately.</p> <p>Able to advise teachers / corporate groups/ volunteer leaders on the most suitable activities for their group and, on the day, to adapt sessions according to weather and the needs of the group</p>		Application form and interview
Making Change Work	1	<p>Prepared to undertake training and acquire new skills</p>		Application form and interview
Managing Resources, Projects & Processes	1	<ul style="list-style-type: none"> Complete small scale projects such as new session development 	<p>Some experience of funding applications would be useful</p>	Application form and interview

		<ul style="list-style-type: none"> (facilitators) and conservation projects (Rangers) Commitment to following H & S instructions and regulations, Child Protection and other regulations and directives. 		
Organisational Awareness & Commitment	1	<ul style="list-style-type: none"> Ability to travel within the District and The National Forest area Prepared to undertake other duties when required. Prepared to work flexible hours which vary according to the season and bookings. Normal work days will usually be weekdays inc most Fridays. Prepared to work occasional evenings and weekend days (although if keen to do more we can look for additional bookings) 	<ul style="list-style-type: none"> Full clean driving licence 	Application form / interview
Personal Impact	1	<ul style="list-style-type: none"> Ability to generate enthusiasm and a sense of fun in others. Must demonstrate genuine interest in environmental issues. 	<ul style="list-style-type: none"> Self-confident Ability to motivate others. Ability to relate to others and adapt sessions according to needs. 	Interview / interview test and application form
Working Relationships	1	<ul style="list-style-type: none"> Ability to work in a team <u>and</u> on own initiative. 		Application form and interview
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Application form

Issued by: Kate Allies