

## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **JOB DESCRIPTION**

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**DIRECTORATE:** Services

**DIVISION:** Cultural Services (Environmental Education Project )

**POST:** Environmental Education Facilitator (casual)  
Environmental Education Project Ranger (casual)

**GRADE:** National Living Wage for training and shadowing /  
Grade 3 (SCP5) for project delivery

**POST NO:** CP11 (Facilitators) CP59 (Rangers)

**RESPONSIBLE TO:** Senior Environmental Education Project Officer (Facilitators)  
Environmental Engagement Manager (Rangers)

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#### **JOB SUMMARY**

To assist the Environmental Education Project team in developing and delivering environmental education services in line with the aims and objectives of the Environmental Education Project.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To take bookings and lead groups on pre-arranged programmes, after appropriate 'on the job' training. This will include school visits, corporate events, conservation activities and public events. Details will depend on your area of expertise and interest. Facilitators will do more education work; Rangers will do conservation work and both will support with events when available.
2. To develop ideas and activities for existing sessions and new activities. Progress these projects further which may include simple funding applications.
3. To prepare for education sessions and events, clear up afterwards and ensure stocks of materials are replenished as necessary.

4. To adapt the sessions where necessary to reflect changes in circumstances (e.g. weather), the ability of the participants, and as a consequence of ongoing liaison with visiting group leaders both before and during the visit.
5. To care for equipment and ensure it is all returned, and the facilities left secure.
6. Liaise with EEP team members and other staff at Rosliston Forestry Centre, partners and staff at other venues where appropriate
7. To ensure compliance with specific regulations and policies including Health and Safety and Child Protection.
8. To carry out, monitor and abide by controls within risk assessments
9. To be responsible for the welfare of the group, and understand and comply with SDDC policies, guidelines and emergency procedures.
10. To attend meetings, undertake necessary training and work unsociable hours as required.
11. To carry out financial accounting when required, and be responsible for filling in daily monitoring record sheets for visits.

#### OTHER DUTIES

1. To have a clear understanding of specific roles of visiting group leaders and yourself.
2. To evaluate and review the session with participants and subsequently the Environmental Education Project managers.
3. To ensure that customer care is a central dimension to service delivery.
4. To support, promote and comply with the Council's Corporate Equality and Diversity Policy when undertaking the duties of the post.
5. To have due regard for and ensure that the Council and the Department's responsibilities are met under the Health and Safety at Work Act 1974.
6. To undertake any other duties commensurate with the experience of the postholder and the grading of the post.

#### HOURS OF WORK

To work on a flexible basis as required / available.

**April 2021 updated Feb 2026**