



## Job Description

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### Learning Officer

**Grade:** 6

**Directorate:** Operations

**Location:** WWT London Wetland Centre

**Reporting to:** Learning Manager

**Main function of post:** Delivery of the London Wetland Centre's learning and engagement programmes

**Supervisory responsibilities:** Supervision of casual workers and volunteers

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### Responsibilities of the post

1. To deliver the centre's learning and engagement programmes including teaching school groups and leading holiday/weekend events and activities
2. To facilitate learning activities for other booked visitor groups, including uniform, youth, community and special needs groups
3. To coordinate the centre's learning programmes, including development of new sessions and formats with support and direction from the Learning Manager and HQ learning team
4. To coordinate the centre's programme of family engagement activities during weekends and school holidays, including development of new programmes and formats with support from the Engagement Manager
5. To support the Learning Manager in monitoring, evaluating and developing the centre learning programmes as required
6. To assist with preliminary teacher visits and INSET days as required
7. To maintain the department's storage areas and equipment in an organized manner, ensuring appropriate use of resources

8. To maintain and enhance the department's collection of artefacts and specimens, taking account of sustainability, ethics and Health and Safety considerations.
9. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
10. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
11. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
12. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
13. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised: February 2025**

**Amended:**

# Person Specification

## 1. Qualifications

### **Essential:**

- Teaching qualification (or equivalent) or substantial relevant experience

### **Desirable:**

- Degree or equivalent in relevant subject

## 2. Experience

### **Essential:**

- Substantial experience gained within a teaching and learning environment
- Excellent communicator with experience of enthusing and reaching diverse audiences
- Experience of customer-centred environments
- Previous computer skills gained in outlook/word/excel programmes

### **Desirable:**

- Interest in and knowledge of environmental and conservation issues
- Formal teaching experience
- Using enquiry-based learning in an outdoor setting
- Wide experience of environmental education techniques gained through paid or voluntary work, e.g. Bushcraft, Forest Schools

## 3. Managerial & Supervisory

### **Essential:**

- Ability to supervise and enthuse learning volunteers and casual learning staff
- Ability to help train and supervise departmental volunteers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	30
Casual Workers	0	0

## 4. Responsibility

### **Essential:**

- Ability to independently & confidently run the learning programmes and public engagement activities.
- Ability to sensitively handle confidential information and small amounts of cash.

### **Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Budget Responsibility	£ 0
Income	£ 0
Assets (required for job, exc. buildings)	Uniform
Visitors (number per annum)	Up to 12,700 education visitors (2023-24 figure)

## 5. Creative Ability

### **Essential:**

- Ability to originate ideas and bring creative thought to the development and delivery of new family engagement events and programmes
- Ability to assist in developing new WWT learning programmes

## 6. Contact

### **Essential:**

- Contact with other departments and/or external bodies/public on routine matters

### **Desirable:**

- Ability to effectively represent WWT at external meetings and events

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## General Notes

This position will require work during evenings, weekends and public holidays to meet the needs of the post.