



## Job Description

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### Casual Learning Assistant

**Grade:** 4

**Directorate:** Operations

**Location:** WWT Castle Espie

**Reporting to:** John McCullough (Learning Manager)

**Main function of post:** Casual Learning Assistant

**Supervisory responsibilities:** Co-supervision of volunteers.

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### Responsibilities of the post

1. Deliver educational programmes to visiting play groups, schools, parties, and other youth groups in line with WWT education policy.
2. Assist with the delivery of environmental events.
3. Assist with the preparation of educational materials for visiting groups.
4. Ensure full compliance with health and safety manual.
5. Assist with the general running of the education and interpretive service.
6. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
7. 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.
8. 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.
9. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
10. 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:** March 2025

**Amended:**

# Person Specification

## 1. Qualifications

**Essential:**

- Good basic education with minimum of 2 A' Levels or equivalent.

**Desirable:**

- Teaching (Pre-school or school P.G.C.E)

## 2. Experience

**Essential:**

- Relevant experience of working with groups of children under 11.

**Desirable:**

- Dealing with the general public. A background in environmental education.

## 3. Managerial & Supervisory

**Essential:**

- Assist, where required, with the co-supervision of volunteers:

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	6
Casual Workers	0	0

## 4. Responsibility

**Essential:**

- Ability to work with sensitive material and to use initiative is required.

## **5. Creative Ability**

### ***Essential:***

- An ability to be creative within the framework of the educational programmes.
- Delivery of events & education programmes to a variety of groups to ensure interactive learning.

## **6. Contact**

### ***Essential:***

- Ability to liaise between the learning department, other departments, and external bodies e.g. Schools, youth groups, uniformed organizations if necessary.

### ***Desirable:***

- I.T and telephone skills.
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## **General Notes**

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

It is essential that the applicant can get to and from the workplace using their own transportation.