

**BUCHAN COUNTRYSIDE GROUP
ENVIRONMENTAL EDUCATION OFFICER**

July 2009

JOB DESCRIPTION

A full-time Education Officer employed by the Group to provide an environmental education service to all residents of the Grampian area, primarily to local communities, and to schools where this is in addition to the statutory responsibilities of the Local Authority.

Informal Education

- Encouraging community groups and individuals to get involved with their local environment through provision of information, advice, events and presentations; promoting available training courses.
- Engaging communities with the opportunities for enjoying the outdoors in a sustainable and health-promoting manner.
- Working in partnership with other local organisations to deliver a broad range of environmental events and activities.
- Raising awareness of local biodiversity issues, including identification and recording of local wildlife.
- Supporting community groups and individuals wishing to develop their local environment for wildlife and access.
- Running the proposed website to broaden knowledge and stimulate interest in the local outdoor environment and heritage; encouraging communities to participate and share information and experiences through contribution to the website.
- Supporting BCG membership through the newsletter 'Seasons'.

Formal Education

- Environmental education in schools or at other venues to enhance the Curriculum for Excellence where this is in addition to the statutory provision.
- Support for the EcoSchools programme in Scotland.
- Working with Grounds for Learning to provide support for and practical advice on school grounds developments to enable delivery of the curriculum in an outdoor setting, promote biodiversity, outdoor access and healthy lifestyles.
- Advice and assistance for teachers wishing to improve their knowledge and confidence when engaging with the outdoors.
- Working in partnership with other organisations on joint events.

Additional Responsibilities

The Environmental Education Officer represents the Buchan Countryside Group's interests at local environmental consultative and advisory groups such as Aberdeenshire Environmental Forum, LBAP, Forest Education Initiative, Local Access Groups and Area Planning Committees.

The Environmental Education Officer is also responsible for the day to day running of the Buchan Countryside Group office and website, for producing reports and responding to enquiries for information, and any other matters as designated by the Management Committee.

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PERSON SPECIFICATION

Essential factors for the post:

- Extensive environmental education experience.
- A thorough understanding of EcoSchools and the Curriculum for Excellence.
- Comprehensive knowledge of local biodiversity and natural history.
- The ability to work without supervision, with the general public and in partnership with other organisations.
- Administration and accounting skills,
- Computer literacy, including Word, PowerPoint, Excel, xhtml, Access, Publisher and SmartNotebook.
- Experience in creating and maintaining websites.
- A full, clean driving licence and a car which will be used for work purposes, with fully comprehensive insurance for leisure and business.

Desirable factors for the post:

- Education to degree level in an appropriate subject.
- Experience in the education sector.
- Grounds for Learning accreditation.
- An Enhanced Disclosure.
- Extensive knowledge of other organisations working in the area, both in the education field and in other related disciplines.
- An interest in the local heritage and cultural history of Aberdeenshire.
- An understanding of Access and Planning matters.



This position is jointly funded through the Rural Aberdeenshire LEADER Programme and Scottish Natural Heritage

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