

# **Biodiversity Education Assistant**

## **Description**

**Sutton Nature Conservation Volunteers** are looking for an enthusiastic volunteer to help run both formal, and informal, environmental education sessions for children aged 3-18 years at Sutton Ecology Centre as well as other green spaces and nature reserves around the London Borough of Sutton.

This role is suitable for candidates who are looking to improve their career opportunities in environmental education or gain experience of working with children, as well as candidates who are looking for a rewarding long term volunteering opportunity.

The successful candidate will be supporting the Biodiversity Education Officer in all aspects of running the London Borough of Sutton's Biodiversity Education Service. This includes bookings, promotion and resource preparation and delivery of education sessions. Full training will be provided.

We are looking to fill this post with someone who can commit to one or two days a week, ideally starting March 2018 until end August 2018. Please note the successful applicants will be required to undergo an enhanced DBS (Disclosure and Barring Service) check.

### **Main duties and tasks:**

- Assisting the Education Officer with planning, preparation and running holiday activities for children, school sessions and weekend events.
- Full on the job training provided to be able to teach and lead education sessions.
- Development of our education programmes and educational resources.
- Occasional creative projects to get involved in, depending on special interests or skills & talents.
- Assisting with school and event bookings and other administration and general office-based tasks.

### **Hours required:**

- The candidate will be asked to commit to one or two days per week, Monday and/or Thursday from March 2018 through to end August 2018.
- Minimum hours on days of volunteering 9am to 3pm.

### **Person Specification**

- Previous experience of, and suitability to, working with children/ young people preferred, but not essential
- Reliable with good time keeping skills
- Excellent interpersonal & communication skills
- Willing to work outdoors in all weathers and sometimes get mucky!
- Interest in the environment/education/nature conservation
- Teaching qualification (desirable)
- Experience of working with whole class KS1 or KS2 pupils (desirable)

**Why volunteer with us:**

- Free in-house training and access to free workshops/talks/events
- Gain proven experience in Environmental Education
- Full on the job training & support provided
- Travel expenses provided
- Learn new skills and meet new people

**BACKGROUND INFORMATION**

**Sutton Nature Conservation Volunteers** are the main nature conservation organisation operating within Sutton. For background, [visit www.sncv.org.uk](http://www.sncv.org.uk).

**Biodiversity Education Service** is part of the London Borough of Sutton's Biodiversity Team. During term time we provide formal education sessions to schools at Sutton Ecology Centre and other nature reserves around the Borough as well as outreach to schools. During school holidays, we provide informal education to children and families through fun and innovative holiday activities both at Sutton Ecology Centre and other nature reserves and green spaces. At other times during the year we provide weekend events such as fairs and open days to promote biodiversity within the borough. Our aim is that, through education, we will help raise awareness of Sutton's biodiversity, and therefore ensure its preservation in the future. Visit [www.sutton.gov.uk/biodiversity](http://www.sutton.gov.uk/biodiversity) or find us on [facebook](#).

**TO APPLY**

Please send your C.V. and a personal statement to [biodiversity@sutton.gov.uk](mailto:biodiversity@sutton.gov.uk).

For an informal chat, please contact Mary Buckton (Biodiversity Education Officer) on 020 8770 5820 or email [mary.buckton@sutton.gov.uk](mailto:mary.buckton@sutton.gov.uk). If you prefer, you can write to us at: Biodiversity Team, 24 Denmark Road, Carshalton, Surrey, SM5 2JG