



William Scott Abbott Trust
· at Sacrewell ·



Community, Learning and Volunteering Officer (known internally as Learning Officer)

ACCOUNTABLE TO: Engagement Manager

This role is required to work with vulnerable groups including children and any offer of employment or volunteering is subject to a satisfactory enhanced DBS check.

JOB SUMMARY:

Sacrewell Farm & Country Centre is a popular Farm Attraction located to the west of Peterborough with 100,000 visitors a year. We are part of the William Scott Abbott Trust, and agricultural education charity with over 50-years of history. Our programmes focus on farming, sustainability, nutrition, and land stewardship.

The Trust seeks to create a safe, accessible, fun, and enriching educational environment for all visitors. We want to help our visitors make real-life connections to food, farming and healthy living.

We have plans to take our community engagement, formal and informal learning and volunteering opportunities to a whole new level and we need someone fantastic to be part of our team to lead on this delivery. It's an exciting time with the William Scott Abbott Trust at Sacrewell; we've started on a ten-year vision to transform the site and we need energetic and proactive people on the ground to help the farm operate as smoothly as possible during this time of change.

The Learning Officer is an integral member of the Engagement team, delivering learning activities across the farm. Our learning programme is targeted to reach over 5000 school children a year. You'll be responsible for running and delivering the schools programme, recruiting and managing volunteers and helping to create vibrant and engaging learning experiences for our diverse communities.

The primary focuses of this role are:

- Handling bookings and enquiries for school visits, fostering relationships with local schools and delivering our school workshops.
- Managing our volunteers, which includes recruiting, training and scheduling.
- Administrative duties associated with diary and rota management, bookings, working with systems including one finance system, marketing, data inputting.
- Supporting the Engagement Manager with planning for budgets and departmental targets.
- Nurturing and managing creative partnerships and rural skills workshops.

Sacrewell Ltd is part of the William Scott Abbott Trust

Registered charity no: 233603

www.sacrewell.org.uk

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- As the team at Sacrewell Farm and Country Centre is a small one, the role also requires occasional duty managing, delivery of tours, events management and weekend and bank holiday working.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust. In addition, all employees are expected to adhere to the Trust's commitment to providing a safe and positive working environment for all.

Hours: 37.5 hours per week on average – actual hours will reflect the seasonal needs of the farm centre

Working Pattern: Working to a rota system which includes occasional weekend and Bank Holiday working

KEY RESPONSIBILITIES:

Inspiring the learning experience

- You'll deliver and help develop a high-quality educational learning experience. You will maximise the learning opportunities at Sacrewell by facilitating school visits/learning programmes utilising the farm, the animals, the buildings and the archives. The events and activities you deliver could ignite the spark that makes someone a lifelong supporter of WSAT.

Participation

- Working closely with the wider team, you will help support, research and evaluate the development of formal and informal programmes, partnerships and events to enhance quality, increase access and promote a greater understanding of agriculture to families, children and school groups and non-traditional Sacrewell audiences.

Developing Teamwork

- You will recruit, train, supervise and mentor volunteers, fostering a culture of good teamwork and continuous professional development.

Development and Compliance

- You'll keep abreast of changes within the National Curriculum and informal learning (interpretation) to help ensure the learning offer at Sacrewell remains relevant. You'll ensure that you and your team comply with all procedures to manage risk during learning activities.

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The Learning Officer will need to have:

- Previous experience working in the learning field
- Applied knowledge of the education sector and the national curriculum
- Previous experience of delivering curriculum-linked sessions in an informal learning environment
- Fantastic customer service skills with an understanding of the requirements of visitors, especially children, parents, families, students and teachers
- Demonstrable experience at devising innovative and financially viable educational packages and events. Understanding of relevant health and safety issues
- Ability to work independently and on their own initiative as well as part of a wider team
- Experience of working with community organisations
- Experience of leading team of staff or volunteers
- Excellent written and non-verbal communication skills
- Strong IT skills and familiarity with MS Office
- An enhanced DBS check with barring (children) is required for this role

Scale and Scope of Role

- Reports to Engagement Manager
- Acts as Day Manager on rota.
- Responsible for delegated operational budgets (income generation as well as expenditure control).
- Directly manages volunteers.
- Day-to-day responsibility for smooth running of learning provision at Sacrewell.
- Day-to-day responsibility for management, planning and delivery of led educational visits to Sacrewell, ensuring proper communication with schools, families and visitors and working closely with wider operational team to ensure activity details are clearly communicated and agreed with staff and volunteers
- Plan and develop the outreach offer to bring elements of the learning programme and collection to people in the local community unable to visit the property.
- Help plan Sacrewell's informal learning offer ensuring this supports the business plan.