**JOB DESCRIPTION**

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| JOB TITLE | Forest School Practitioner – Boro Active Explores |
| SALARY BAND | MEC Band 8 £22,009 to £23,702) Pro Rata |
| HOURS | 15 hours (2 days) per week  1-year fixed term contract  Work outside normal office hours may be required for which time off in lieu will be granted. |
| RESPONSIBLE TO | Senior Projects Manager |
| RESPONSIBLE FOR | N/A |
| LOCATION | MEC, Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN.  Travel around the local area will be required as may travel in the UK from time to time. |
| JOB PURPOSE | To deliver the Boro Active Explores project |

**Boro Active Explorers** is an initiative to engage children, families, schools and communities with their local environment, increasing physical activity, improving mental-wellbeing and reconnecting them with the natural environment through outdoor learning. Forest Schools offers a unique and exciting way to deliver and complement learning in the outdoors, as well as building social and life skills and increasing physical activity.

# MAIN DUTIES AND RESPONSIBILITIES

* To take day to day responsibility for the delivery of the Forest Schools aspect of Boro Active Explorers, planning, leading and delivering sessions to ensure that the identified outcomes are met.
* Liaise and work in partnership with a range of stakeholders to develop strong working relationships to achieve shared aims and look to expand partnerships.
* Work with other BAE practitioners, actively recruit and promote Boro Active Explorers to develop a strong Forest School and Outdoor Learning program.
* Keep records of all activity undertaken and participant engagement to assist in project evaluation and contribute to the preparation of reports.
* Create and continually update dynamic Risk Assessments To ensure the safety and well-being of all participants involved in the programme, ensuring that appropriate risk assessments, safety checks have been undertaken and all appropriate policies complied with.
* Support MEC and project partners in communicating and disseminating progress and achievements of the projects through a variety of channels, including social media.
* Take responsibility for First Aid at MEC’s dedicated Forest School site, including delivery if needed and ensuring that all processes are followed and reported.
* Ensure that all Forest School equipment and the dedicated Forest School area at MEC are well-kept and maintained to a high standard.

In addition to these duties, all staff are expected to:

* Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
* Assist with other aspects of MEC’s work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
* Ensure that the requirements of the company’s Health and Safety policies and procedures are practised and observed.
* Ensure that the requirements of the Company’s Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
* Attend training as required to continue to undertake and develop the role effectively.
* Contribute to Middlesbrough’s Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.

**PERSON SPECIFICATION**

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| Main Attribute | Detailed Attribute | Essential | Desirable |
| Qualifications | Good general education | ✓ |  |
| Forest School qualification – level 2 or 3 (or working towards) | ✓ |  |
| PTLLS or other education qualification |  | ✓ |
| A current outdoor first aid certificate |  | ✓ |
| Knowledge & Experience | Experience of delivering and facilitating child-centred and group-initiated activities | ✓ |  |
| Strong background in working in outdoor educational settings with a range of people, but specifically young people | ✓ |  |
| Experience of creating and implementing dynamic risk assessments | ✓ |  |
| Experience of creating and implementing risk benefit assessments |  | ✓ |
| Experience of working in either horticultural or conservation settings |  | ✓ |
| Ability to plan and develop sessions which are Broad, Balanced and Inclusive | ✓ |  |
| Experience of contributing to project evaluation |  | ✓ |
| Experience of taking a person-centred approach, tailoring sessions to specific groups | ✓ |  |
| Knowledge and previous training in safeguarding and child protection | ✓ |  |
| Personal Attributes | Dedicated to the ethos of Forest School in its true form of experiential child led exploration | ✓ |  |
| Ability to change and adapt to day-to-day challenges, taking a flexible approach to session delivery | ✓ |  |
| Confident, personable and excellent verbal (and written) communication skills | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Ability to work as part of a team | ✓ |  |
| Ability to organise and prioritise workload and work independently and by own initiative | ✓ |  |
| Resilient, resourceful and able to effectively deal with challenging situations | ✓ |  |
| Ability to reflect on and initiate activities to progress participants on their forest school journey, and using a range of methods to record social, emotional and physical progress | ✓ |  |
| Ability to maintain accurate records and filing systems | ✓ |  |
| Ability to produce clear reports |  | ✓ |

As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Disclosure and Barring Service.