



www.finalstrawfoundation.org
hello@finalstrawfoundation.org

Facebook: [finalstrawfoundation](https://www.facebook.com/finalstrawfoundation)
Twitter: [finalstrawCIO](https://twitter.com/finalstrawCIO)
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Role: Final Straw Foundation Outreach Officer

Full Job Description

You will report into the CEO and Director of Operations.

Description of Duties

1. Lead on the co-ordination of the Final Straw Foundation's educational and outreach programme, promoting externally, and ensuring all programmes are recorded and monitored, reporting on their success.
2. Organise and lead on beach cleans with school and community groups, with support from the rest of the team or volunteers as required. Ensure that any permissions are agreed before the event, rubbish disposal is organised for after the event, that a risk assessment is completed and all health and safety requirements adhered to.
3. Develop and deliver a programme of outreach and out on-site activities for schools, young people, families, and adults using existing materials and activities provided by the team and developing new aspects to the programme wherever possible.
4. Deliver environmental education sessions to a range of key stages, schools and groups and assist with the development of National Curriculum linked lessons plans where necessary.
5. Develop and deliver a series of holiday activities and other events throughout the year focused on protecting our coastlines and environment from plastic pollution and wider environmental issues, assisting with the delivery of a creative and engaging annual programme of events ensuring they are accessible to all sections of the community.
6. Ensure all activities are risk assessed and be responsible for the care of participants whilst engaging in the programme, including safeguarding children and vulnerable adults within the context of the service.
7. Assist with income generation to meet service objectives when required, exploring opportunities for additional funding. Develop funding bids and applications for future resourcing and development of the charity's work to contribute to an expansion to the role.
8. Develop partnerships internally and externally with practitioners, key organisations and local community groups to deliver effective outreach work.



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9. Support and/or delivery Eco-Clubs where required, including liaising with club attendees, organising activities for the club and complying with health and safety and safeguarding.
10. Keep records of events and outreach activities, including numbers of students and adults engaged and beach clean data is recorded photographically and weights/items of note etc. Report quarterly on all activities to evaluate the success of the programme and activities being delivered.
11. Help provide content from activities for promoting the programme via social media (Facebook, Twitter, etc.), website and other marketing formats, helping to develop engaging digital content. Ensure a high standard of communication.
12. Support any work experience placements and volunteers where necessary, ensuring best practice is followed and they gain the most out of their placements.
13. Be responsible for personal development, keeping up to date with knowledge and experience around the topic of plastic pollution in the environment, wider environmental issues like pollinators and climate change, as well as keeping up to date on legislation around working with children and vulnerable adults, safeguarding guidance and legislation.
14. Maintain a good working knowledge of health and safety requirements relating to the programme and its users. Undertake and review risk assessments / method statements as required.
15. Own transport is essential along with the ability to bring litter picking equipment to events.
16. Work collaboratively as part of a team.
17. Any other relevant duties as necessary.



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Skills and Experience

Essential

- A passion for the environment and conservation
- Excellent communication skills
- The ability to engage and work with a broad range of people across all ages
- Knowledge of the issues surrounding plastic pollution in the environment and other environmental issues
- Energetic and creative with a real enthusiasm for environmental education and working within the community
- Good working knowledge of Microsoft Word, PowerPoint and Excel and email systems
- Excellent administration and organisational skills
- The ability to keep accurate records and write comprehensive reports
- Practical, responsible and confident to take the initiative when required
- Willing to occasionally work outdoors
- Willing to work some evenings and weekends
- Full driving licence and access to own car required
- You will be required to undertake an Enhanced DBS check as part of the role.

Preferred

- A minimum of 2 years' relevant experience in an educational or outreach role
- Knowledge of the National Curriculum and the ability to create materials and activities that could be used in the educational outreach programme.
Experience of delivering STEM education would be beneficial
- A relevant degree in a biological or environmental science discipline or a teaching qualification