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Role: Final Straw Foundation Outreach Assistant

Full Job Description

Your line manager will be the Head of Educational Outreach. You will report overall into the CEO and COO.

Job Summary

Salary: £20,000 pro rata per annum (£8,165 gross)

Work location: Emsworth, Hampshire

Hours per week: 20 (term time only) +6 days in school holidays

Contract type: Fixed Term 1 Year

Vetting requirements: Enhanced DBS Check

Description of Duties

1. Your primary duty is to assist with the delivery of the Final Straw Foundation's educational outreach programme. You will be responsible for going into schools and visiting groups to run workshops, give assemblies, run EcoClubs, help at beach schools and represent the Charity at events.
2. Support the Head of Educational Outreach with any tasks required – this may include practical activities, report-writing, recording content for marketing purposes, liaising with schools and groups and more.
3. Effectively and enthusiastically deliver the content provided by the Charity to our audience. You will need to familiarise yourself with the materials and activities provided so that you can confidently inspire and enthuse groups of children, young people and adults on tackling plastic pollution and other environmental topics.
4. Run beach cleans with school and community groups, with support from the rest of the team or volunteers as required.
5. Be willing to occasionally visit Scout/Guiding groups for evening talks or activities (usually sometime between 6-8pm). This would not be more than once a month.
6. Share your ideas for content and activities with the rest of the team. As a small charity, all ideas and effort are appreciated and if you have a brilliant new activity or material in mind the team will welcome it.
7. Help plan an annual programme of events ensuring they are accessible to all sections of the community.
8. Deliver Eco-Clubs with the content provided by the team, ensuring you comply with health and safety and safeguarding requirements.
9. 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. This will include taking photos at events, whilst ensuring that you adhere to any photographic permission restrictions.



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10. Always ensure a high standard of communication, both in person and online – you are representing the Charity and its brand.
11. Support any work experience placements and volunteers where necessary, ensuring best practice is followed and they gain the most out of their placements.
12. 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.
13. Attend training courses where necessary to ensure you can fulfil your role effectively. This will include (but not restricted to) paediatric first aid and safeguarding.
14. Ensure you adhere to and stay up to date with the Charity's policies and project requirements, with an eye on ensuring goals are met and successful outcomes.
15. Maintain a good working knowledge of health and safety requirements relating to the programme and its users.
16. Your own vehicle is essential along with the ability to transport equipment of various sizes and amounts to events (regular car size fine).
17. Work collaboratively as part of a team.
18. Any other relevant duties as necessary.



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Skills and Experience

Essential

- A passion for the environment and conservation
- Excellent communication skills
- Extremely reliable
- 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, Excel and email systems, and general IT proficiency
- Excellent administration and organisational skills
- A good eye for detail
- 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
- Experience of delivering STEM education would be beneficial
- A relevant degree in a science discipline or a teaching qualification