

London Parks Discovery Project BRIEF FOR EDUCATIONAL CONSULTANTS

Description of the project

The London Parks & Gardens Trust has recently secured funding from the Bridge House Trust to deliver workshops in schools based on the Trust's freely accessible web-based resource (www.parkexplorer.org.uk). The resource aims to:

- Introduce teachers and children to many aspects of cultural and natural heritage through their local parks, gardens and other green spaces;
- Promote a sense of citizenship and responsibility for the local environment;
- Promote decision-making among young people.

Based on the positive results of pilot work in four London boroughs, the Trust is now seeking qualified teachers (with enhanced CRB clearance) to work as part-time freelance educational consultants on a further three year project.

Each consultant will be attached to one (or more) of the boroughs of Enfield, Greenwich, Newham or Wandsworth and will be responsible for maintaining work with children (4-11 years) and teachers in the borough's schools, and increasing the number of schools participating in the project. Consultants will be paid at a daily rate of £160, to include travel and all reasonable expenses. The number of days involved will vary according to demand for delivery of the educational programme but is likely to be in the region of 48 days per borough in total over the three year period. The project co-ordinator will direct the work of the consultants and form the primary liaison with the London Parks & Gardens Trust. Administrative support will be provided by the Trust.

Location

The London Parks & Gardens Trust is based at Duck Island Cottage in St James's Park, but the educational consultants will work throughout the London boroughs from his/her own base, and attend meetings with the project co-ordinator as required.

Programme

The project programme is 3 years from March 2006. Following induction sessions in the use of the web-based resource, the consultants will work with schools already enrolled in the programme during the Summer Term 2006. From Autumn 2006, each consultant will be responsible for developing contacts in his/her borough, visiting schools, and arranging and delivering the educational programme in schools to the agreed targets.

Relationship

The project co-ordinator will direct the work of the educational consultants. The co-ordinator will be responsible to a Steering Group, acting on behalf of the Council of Management of the London Parks & Gardens Trust.

Main role of the educational consultants

To deliver an educational programme by

- Researching new schools in the borough to enrol in the project.
- Developing and maintaining good relationships with relevant staff within the borough and schools.
- Planning and co-ordinating an agreed programme of classroom work within each borough.

General duties

- Managing the equipment and materials needed to deliver the programmes.
- Promoting the educational programme.
- Setting up and administering systems which respond to enquiries and process bookings, and planning other resources to deliver the programme.
- Implementing agreed systems to monitor and evaluate the quality and impact of the educational programme against defined outcomes.
- Maintaining accurate and effective records and creating reports.
- Reporting to the project co-ordinator.
- Promoting and helping to implement the Trust's policies e.g. Equal Opportunities, Education, Health and Safety, Child Protection etc.
- Keeping up to date with the latest policy and good practice developments in the field of education and community engagement.

Competencies

- Teaching experience at primary level.
- Experience of delivering and managing environmental or heritage education activities.
- Confidence to deal with people at all levels and from a range of backgrounds.
- Experience in setting up and operating efficient administrative systems.
- Commitment to and an informed interest in parks and gardens, wildlife, heritage and general environmental issues.
- Commitment to increasing access, diversity and equality of opportunity.
- Knowledge of Health & Safety principles and Child protection requirements as they apply to running education and community programmes.
- Experience of working in a multi-cultural urban environment.
- An understanding and knowledge of current issues and good practice in learning (both formal and informal), community engagement, increasing access and tackling social exclusion.
- Good interpersonal and communication skills.
- Good working knowledge of IT in particular Word, Access and e mail.
- Ability to work well alone and as a member of a team.
- Be organised, self-motivated and able to work to deadlines.
- Ability to work flexible hours.

APPLICATION

For further information on the post please contact Mrs Deborah Jarman, Project Co-ordinator, tel 020 8699 5306, email edbj@inspirationexchange.co.uk. Letters of application describing suitability for the post should be sent with a recent CV to the Project Co-ordinator by email or by post to London Parks & Gardens Trust, Duck Island Cottage, St James's Park, London SW1A 2BJ by Friday 13th February. Interviews will be held on Friday 27 February in central London.

For information on the London Parks & Gardens Trust see www.londongardenstrust.org