BEAVER TRUST

Recruitment Pack

Senior Education Officer



Senior Education Officer

Direct report:	Head of Communications
Remuneration banding:	£31,871 - £35,850 - the starting salary will be £31,871 with the potential to progress
Start date:	April 2024 or as soon as possible after this
Term:	Three-year, fixed-term post with the possibility of extension, full time, 37.5 hours per week
Location:	This role will require you to have a safe and secure space to work from home, with regular travel within Britain including overnight stays.

We are dedicated to creating an open and inclusive working environment, and this starts with our recruitment practices. We try to ensure that everybody who is interested in joining our team has equal opportunity and ability to start that journey with us. We intend to have flexible and accessible hiring practices and will make every attempt to adapt to your needs throughout. We welcome any requests for adjustments in our processes.

Organisational Overview

Beaver Trust is a nature restoration charity, restoring beavers to regenerate our landscapes. Beavers were once a common and influential part of the British countryside, and as such we want to reconnect people to this part of our heritage. As we continue to reintroduce beavers and support their expansion across Britain, it has never been more important to help people learn to coexist with this dynamic and impactful species.

Through our work we have a huge opportunity to engage people with this charismatic animal, in many different ways and across different subjects. These subjects range from beavers' impacts on habitats, wildlife and the climate crisis, to land management, the changing water cycle and even our own relationship with nature.

Summary Job Description

We are looking to hire a skilled and engaging Senior Education Officer to join our busy team at Beaver Trust, to further develop and implement an educational outreach programme which reaches children in Wales, Scotland and England. At present this post has funding for three years from the National Lottery Heritage Fund.

The purpose of the role is to extend our passion and knowledge of beavers into communities around Britain, to engage and enthuse young people and to reconnect (or reinforce) their love of nature. Using current materials and resources the post-holder will do so by delivering high-quality learning sessions within schools, community groups or virtual training sessions, sometimes delivered in conjunction with our beaver site partners and their education teams.

You will also be responsible for developing further materials according to the requirements for each country and in partnership with relevant organisations. You will work closely with the Communications Team and report to the Head of Communications.

Key Responsibilities

- Develop and deliver a range of exciting, curriculum-linked workshops, talks, school and group sessions associated with beaver release sites
- Network and build contacts and relationships with key personnel in schools, youth groups and community groups in order to create engagement with the education programme
- Develop further resources and engaging activities or projects for group learning
- Deliver standard level beaver ecology training to a range of age groups
- Ensure our education programmes are up-to-date, accurate and complement the wider delivery of our mission
- Monitor, collate and report on impact, working with the communications team to support the effective evaluation of our programme
- Support volunteers and build capacity working with partner staff in the delivery of beaver education programmes
- Work with the team to allocate resources ensuring education initiatives are well planned, deliver maximum value for money and remain within budget
- Consider equality, diversity and inclusion in Beaver Trust's approach to all education initiatives
- Follow policies, standard operating procedures and safe working practices to ensure our work with visiting education groups complies with all relevant guidelines and legislation, including health and safety, safeguarding, copyright and GDPR.

This role will require travel and regular overnight stays. Travel by public transport is encouraged but there will be times when you will need access to your own transport. Travel, accommodation and subsistence expenses will be met by Beaver Trust in accordance with the Beaver Trust Expenses Policy.

Person Specification

As Beaver Trust Senior Education Officer, you will have the skill set to inspire people to connect with nature, support teachers, deliver talks, presentations and education sessions, while developing further opportunities within our team for learning through the subject of beavers.

The successful candidate will have experience working with young audiences, preferably within a wildlife or conservation setting. You will have a good grasp of ecology and be willing to travel around the country to support learning education opportunities as well as being confident running sessions or delivering train-the-trainer sessions online.

Essential:

- A degree in a zoology, biology or conservation-related field, or;
  - A teaching/education qualification or equivalent experience in teaching across a wide range of ages and abilities, using different delivery methods including virtual delivery
- The ability to communicate complex concepts in an innovative and engaging way to a wide (and/or young) audience
- Good organisation skills including time management, administration, workload planning and meeting deadlines
- A strong interest in nature, conservation and restoration and an understanding of the role beavers can play in our landscapes' recovery
- Working knowledge of safeguarding legislation and policies and procedures
- Be prepared to undergo an Enhanced DBS with barred list
- Experience in confidently using IT packages for teaching delivery, including the use of tablets, presentation software and audiovisual
- A full valid UK driving licence
- Resident in mainland UK and proof of right to work in the UK
- A space to work safely at home, as all staff are based at home. To meet our Health and Safety requirements, you will need to fill out a self-assessment form before homeworking begins so we can remotely assess your working location. This is a virtual assessment that does not require an in-person visit, and more information will be made available upon request/if your application is successful.
- A stable internet connection

Desirable:

- Experience of confidently using Google Workspace
- A sound understanding of the national curricula in terms of expectations and limitations
- Proven experience of developing workshops and activities for school audiences





General Responsibilities

- Follow all charity policies
- Actively participate as part of the team
- Help to promote a positive, healthy and happy work environment and team culture
- Attend and contribute to regular meetings online (and in person when required)
- Work in accordance with the current Data Protection Acts
- Be responsible for the health and safety of yourself and others at work
- Undertake any other duties as reasonably required
- Keep up-to-date with input from colleagues on related research, activities and policies

Benefits

- 25 days holiday, plus Christmas day through to New Year's Day paid, plus 6 days of floating holidays
- Flexible approach to hours of work
- Pension contribution of 3% of your total pay each month
- One-off contributions toward the cost of an ergonomic office chair and toward purchases of essential devices (laptop, mouse and smartphone), monthly home working allowance, plus an annual contribution toward the maintenance and/or replacement of the essential devices.

Applications

Please submit your application for the position in the form of your **CV (two pages** maximum) and a **covering letter** (one page maximum), highlighting your skills and experience and explaining your interest and suitability for the role, **by email** to jobs@beavertrust.org, entering Senior Education Officer in the subject line. Please note that any applications that exceed the maximum length will not be considered. We do not accept applications via LinkedIn.

Beaver Trust strives to be diverse and inclusive and a place where we can all be ourselves and we positively welcome applications from people from a wide range of backgrounds and experiences. We are committed to equality of opportunity for all staff and encourage applications from individuals regardless of their religion, beliefs, age, gender, race, disability, sex, maternity and paternity status, marriage and civil partnership or sexual orientation.

Application Process

Applications to be submitted to: jobs@beavertrust.org

Closing date for applications: 9am, 13th March 2024

Interviews: On Zoom - 10th April, 2024

All shortlisted candidates will be contacted by 22nd March 2024. If you have not heard from us by this date, please accept our thanks for applying and assume that you were not shortlisted on this occasion.

Job offers will be subject to two satisfactory references and proof of right to work in the UK.



Recruitment Privacy Notice

The identity and contact details of the Employer is;
Beaver Trust ("the Employer") of 61 Bridge Street, Kington, HR5 3DJ.
The data controller is Beaver Trust.

Beaver Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the recruitment process, in accordance with the General Data Protection Regulation (GDPR) and applies to all candidates.

This Privacy Notice is for information only; it is not a contractual agreement.

What information do we collect?

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and cover letter/email;
- Any information you provide to us during an interview; and
- Information you provide in relation to your right-to-work documentation.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- Information about your health, including any medical condition, health and sickness records; and Information about your criminal record

We collect this personal information from the following sources:

- You, the candidate;
- Recruitment agencies;
- Search consultants;
- Our employment background check provider;
- Our credit reference agency;
- Your named referees; and
- Data from third-party publicly accessible sources. For example, SRA and CILEx professional memberships.

Why we process your personal data?

We need to process data to take steps, at your request, prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check your eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from you allows us to manage the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job. We may also need to process data from you to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for you. This is to carry out our obligations and exercise specific rights in relation to employment.

We do not process special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief.

We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We may use a third party to do this on our behalf and may receive a copy of their report if you have consented for us to do so.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, our employment background check provider to obtain necessary background checks, including a criminal record check and our credit reference agency. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies.

We do not envisage transferring the personal information we collect about you outside the EU.

How do we protect your data?

We take the security of your data seriously. We have put in place security measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to only those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will we keep your data?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request; require us to change incorrect or incomplete data; require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact jobs@beavertrust.org.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide us with personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide sufficient information, we may not be able to process your application properly or at all.

Automated decision making

Recruitment processes are not based solely on automated decision-making.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time.

If you have any questions about this privacy notice, please contact jobs@beavertrust.org.