



PERSON SPECIFICATION

EDUCATION ASSISTANT

Location:	Wildwood Escot, EX11 1LU
Department:	Education
Job title:	Outdoor Education Assistant
Function:	Delivering Education Programmes
Reporting to:	Education Manager
Term:	Part-time, Temporary
Hours of work:	Variable hours, includes some weekends and holidays



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This post requires a dynamic individual who is prepared to get stuck in to working in any area of the education department, whether this be in our residential yurt village, our living history village or out in the park with groups or park visitors. A positive attitude to working outside whatever the weather is essential.

Description	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualifications in any of the following areas: history, outdoor activities, conservation or forest school 	<ul style="list-style-type: none"> • First aid trained
Work Experience	<ul style="list-style-type: none"> • Experience of customer service • Experience in public speaking • Experience in presenting • Experience of working with children and young adults 	<ul style="list-style-type: none"> • Teaching experience
Skills	<ul style="list-style-type: none"> • Confident when engaging with the public and in promoting services and programmes to all visitors • Excellent communication skills to deliver programmes to a high standard and convey Wildwood’s mission to all visitors • Ability to inspire people about Wildwood’s mission to gain commitment from potential members or school bookings • Friendly, approachable and helpful to customers and colleagues • Ability to deliver programmes and activities with full attention to detail • Ability to remain calm and professional within a high-paced, sometimes stressful environment • Common sense and the ability to concentrate and prioritise on the essentials of a task • Proactive with ability to work on own initiative and to make sensible decisions • Punctual and presentable at all times • Ability and willingness to learn quickly 	



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	<ul style="list-style-type: none"> Flexibility, both with time and when working with groups of differing requirements 	
Knowledge	<ul style="list-style-type: none"> Basic knowledge of the Wildwood Trust Knowledge of the services and programmes we provide 	<ul style="list-style-type: none"> A love and knowledge of British/European wildlife and conservation
Behaviours	<ul style="list-style-type: none"> Committed, reliable and trustworthy Mature, calm and professional at all times especially when communicating with the general public and visitors To deliver all customer-facing interactions in a polite, efficient and professional manner Cheerful, helpful demeanour with a 'nothing is too much trouble' attitude A strong team player, within your direct department and the wider context of other departments Striving to always provide the best possible service to all stakeholders A sense of humour 	