



# Discover Green Careers at Westonbirt

## Learning Officer

## Job role

To assist in the development and delivery of learning services at Westonbirt National Arboretum.. Includes:

- Informal recreational learning programmes
- Community engagement
- Formal education

## Key Work Areas

### 1. Implementation of learning services (55%)

- Prepare and deliver learning programmes to up to 35 people per group
- Facilitate education visits to Westonbirt by developing, maintaining and implementing suitable administration procedures
- Ensure all groups comply with H&S regulations laid down by the Westonbirt management team, including fortnightly H&S monitoring of learning centre facility
- Maintain learning centre for its range of uses
- Maintain bird viewing area
- Support implementation of family events programme in partnership with learning team and volunteers
- Support a greater diversity of groups using Westonbirt

### 2. Development of learning services (35%)

- Ensure programme quality through the development of programme details, scripts, programme updates and creation/repair of resources
- Develop trails and craft activities for family events, ensuring learning message is embedded in them
- Develop informal recreational learning exhibits in the learning centre to facilitate visitor engagement and enjoyment including 'Children's corner' activities

### 3. Representation (5%)

- Promote Westonbirt and its learning services externally, both through working with the marketing team and through specific projects
- Work with National Learning Manager to create national learning downloads

### 4. Training (5%)

- Keep abreast of all H&S guidance and risk assessments to ensure safe delivery
- Extend ideas/knowledge of informal and formal learning to allow development of existing and new programmes – through research, and attending conferences and training courses