



Discover Green Careers at Westonbirt

Learning Supervisor

Job role

To supervise the learning team to ensure the continued development and effective day-to-day delivery of learning services | support of FC/Westonbirt values, policies and business plans. Includes:

- Formal education
- Family events
- Informal learning / visitor engagement opportunities

Key Work Areas

1. Managing day-to-day delivery (40%)

Oversee learning services

- Manage the day-to-day implementation of H&S policy for learning services
- Day-to-day running of the learning centre
- Administration for formal education visits and for hire of the learning centre
- Development of education publicity materials
- Implementation of family events programme
- Implementation and supervision of work experience scheme
- Management of learning and family webpages

School visits

- Ensure effective delivery of learning programmes by learning staff and learning volunteers
- Deliver safe, inspirational learning programmes to up to 35 participants per group

Monitoring and evaluation

- Implementation of full evaluation programme for school visits and family events
- Report on learning activities in line with Forestry Commission monitoring arrangements through maintenance of accurate statistical data

2. Support the development of future learning services (40%)

Facilitation

- Help to develop new mechanisms that increase capacity of site for learning through facilitation rather than direct learning
- Liaise with any third parties delivering programmes/courses
- Develop CPD training for teachers – building confidence and ideas for outdoor learning

Informal learning

- Develop informal learning exhibits to facilitate visitor engagement and enjoyment – learning grounds interpretation, learning centre activities, web downloads and audio trails

Schools

- Develop new formal learning programme to support the National Curriculum and FE/HE syllabuses
- Generate self-guided activity and backpack ideas to support school visits

Events

- Develop trails, craft activities (including interpretation) for family events
- Develop discovery / inquiry based activities for all events and implement with discovery volunteer team

3. Representation (15%)

- Act as first point of contact for learning programming – ensure harmonious teamwork within the learning team and wider arboretum teams
- Work with the Marketing and Communications Manager to promote Westonbirt as a learning destination for all ages through the development of press opportunities
- Represent the arboretum and Forestry Commission through partnership development, and delivering workshops and seminars at conferences
- Contribute as appropriate to the development of Forestry Commission policies for learning through liaison with internal partners

4. Training (5%)

- Keep abreast of strategic learning developments (informal recreation, participation and education) to enable effective delivery of programmes through research, attending conferences and training courses
- Keep abreast of all H&S guidance and risk assessment to ensure safe delivery