



About Learning through Landscapes

LtL enriches the lives of children and young people by helping them to connect with nature, become more active, play and learn outdoors, develop social skills and have fun. We do this by helping a wide range of groups including schools, early years settings, parents, child minders and out of school care providers.

Founded over 30 years ago, LtL is a leading charity in outdoor education. Our central office is based in Winchester and our Scottish team is based in Stirling. We have a UK and international brief and operate through advocacy, research, membership, training and delivery.

We are honoured to have Sir David Attenborough as one of our founding patrons. He, along with our dynamic and experienced board of trustees, make LtL a sector leader.

Our Vision

Our vision is a society where the benefits of regular time outdoors are valued and appreciated, and outdoor learning, play and connection with nature are recognised as fundamental parts of education, at every stage, for every child and young person.

Our Mission

We inspire and enable positive outdoor experiences through cultural change, and the transformation of school grounds and outdoor community spaces. In so doing, we encourage greater appreciation of the environment and access to nature. As advocates of experiential learning we are committed to promoting the benefits it brings to health, wellbeing and whole person development. We achieve our mission by training, education and advocacy, and a professional approach to our charitable operations.

Our Values

Empowering

We work with others to help them achieve their potential and to find a personal response to their own needs.

Influential

Since 1990 we have been developing practical experience and professional know-how. This gives credibility to our advocacy for change in the policy environment and to our innovative approaches.

Inspiring

We motivate others through sharing great ideas and inspiring the 'art of the possible'.

Participative

When striving for physical or cultural change our core approach is to participate with, listen and respond to the voices of those impacted.

Scientific

We believe that practice should be research led. We devise projects that embed and promote the importance of scientific enquiry through partnership, practice and education.

Sustainable

At the heart of everything we do is a vision of sustainability and effective use of resources.



Further information about our work can be found at www.ltl.org.uk

How to Apply:

Please read the job description and person specification fully. For further information or to apply for this post please email recruitment@ltl.org.uk with your contact details.

If you wish to apply for the post, please send the following:

- Your CV
- A covering letter explaining your interest in the role and how you match the requirements
- Contact details (including email address and phone number) of two referees, one of whom should be your most recent employer

The deadline for applications is **9 am on Friday 22nd October 2021**

Shortlisted candidates will be invited to interview on **Wednesday 3rd November 2021** via Zoom.



JOB DESCRIPTION

JOB TITLE	Training and Development Officer <i>fixed term contract</i>
LOCATION	Home based – delivering across London/M25/Berkshire/Buckinghamshire and Hertfordshire area
SALARY	£25k per annum pro rata – plus benefits
HOURS	22.2 hours per week – term time only.

POSITION AND ACCOUNTABILITY WITHIN LEARNING THROUGH LANDSCAPES

The Training and Development Officer will report to the Project Manager at LtL's national office in Winchester.

KEY RESPONSIBILITIES

The Training and Development Officer will be responsible for the development and delivery of training to those interested in the use of school grounds for biodiversity projects, sustainability projects and other learning and play programmes. This will include teachers, support staff, governors, parents, early years practitioners and school grounds professionals, and will involve a significant amount of travel in England and the possibility of occasional work in other areas of the UK.

The post holder will deliver training using existing training modules and resources and will also be required to develop training materials for early years settings, new events and workshops.

The Training and Development Officer will work under the direction of the project manager and will work closely with other delivery officers and members of the Projects team.

Additionally, the Training and Development Officer will use their knowledge and experience to contribute to the general work of the Projects team in advising and helping colleagues, schools and school grounds practitioners across the UK to use, develop and manage school grounds to their maximum potential.

SPECIFIC DUTIES

Training research and delivery

- Develop and deliver training modules to successful pre-schools and schools involved in the small grants programme.
- Keep up to date with developments in the UK environmental and education sectors through regular reading, online research / fora, attendance at appropriate external



training events, meetings and conferences etc. Information to be shared internally and externally as appropriate, including identifying new publications for the LtL resource library.

- Deliver income generating training and professional development services as appropriate.

Programme Development and Delivery

- Support the development and delivery of LtL programmes, including working across teams, and attending meetings where appropriate.

Fundraising and marketing

- Support the wider team in identifying and securing sources of funding and in-kind support for LtL's training programme
- Identify opportunities to promote the outcomes of the Training Strategy to potential sponsors, training providers or participants in training events.
- Represent LtL at events, exhibitions, training opportunities and presentations as needed, thereby promoting the philosophy and practice of Learning through Landscapes.

General

- Contribute to LtL through staff and working group meetings and by taking on specific areas of responsibility as required.
- Contribute to ensuring the LtL website is effective and up to date in promoting LtL's offer and expertise.
- Keep up to date with developments in the sector through reading, the internet, maintaining contacts and networks, and attendance at appropriate conferences and training events.
- Other appropriate duties as required by the Chief Executive of LtL.

EMPLOYMENT DETAILS

Nature of Contract: Fixed term contract ending 31st March 2022, but funding is applied for and granted annually, meaning it is likely that we will be able to extend the contract accordingly. As with all funded projects, this is not guaranteed.

Line Management: Reporting to the project manager



LOCATION AND WORKING ARRANGEMENTS

This post will be home based but travel to successful early years settings and schools for training events and conferences will be required. Your own car and a full driving licence are therefore a requirement of this post. The casual car user mileage allowance is applicable.

DIVERSITY AND EQUAL OPPORTUNITIES

LtL is committed to genuine equality of opportunity in all aspects of its activities both as an employer and as a national charity promoting children's rights. To this end LtL will work to encourage and assist any disadvantaged and underrepresented groups or individuals and create a level playing field from which equality of opportunity can operate.



PERSON SPECIFICATION

Job title Training and Development Officer (London area)

Essential criteria:

- A minimum of 2 years' experience of developing and delivering training or professional development for adults.
- A commitment to learning outside the classroom and proven track record of work in this area.
- Broad knowledge and understanding of the English National Curriculum at KS1 – 4.
- Broad knowledge and understanding of EYFS framework.
- Degree standard ability or qualification (degree not necessarily required) in a relevant field
- Fluent in the English language, able to write successful proposals, engaging learning resources and clear reports.
- IT skills: proficient in Microsoft Office, databases, outlook, social media
- Financial skills: ability to accurately manage own and travel budgets.
- Ability and willingness for travel and overnight stays within a designated area and occasionally other parts of the UK

Desirable criteria:

- Experience of working within the education sector – at any level.
- Experience of planning training on behalf of a wide variety of clients and in a range of creative styles.
- Experience of developing and writing educational resources

Competences:

- Resourceful and inventive problem solver
- Ability to communicate in a manner which is fluent, to the point and holds an audience's attention
- Excellent interpersonal skills and persuasiveness
- Good networking ability
- Innovative and proactive, able to seize opportunities and develop imaginative propositions
- Empathy with the cause and ability to promote the LtL approach with confidence, flair and passion



Local School Nature Grants – Training and Development Officer – more information and typical working week.

After your initial induction, which includes LtL training and statutory training, shadowing a colleague during delivery sessions and time to read through all session plans and prep, we would allocate a number of settings to you (either schools and/or nurseries).

It would be your responsibility to communicate with these settings to agree two proposed dates and times for delivering their training. This is done via our on-line portal system but may involve chasing and/or rescheduling if dates don't suit the setting.

Your diary is yours to plan and this would typically see you delivering one two-hour session either am, pm or twilight. The settings where the training session takes place might be local to you or some distance away. Combining other settings during your working week could mean an overnight stay of either one or two nights if it is geographically sensible to do so due to the location of your settings and the session times booked.

In the case of overnight stays, you would be able to select and request your own accommodation (within a budget) that suits your delivery and travel location best. Hire car booking is also available for longer distances or trips.

Since the start of the global COVID pandemic we have introduced remote delivery of sessions via ZOOM or TEAMS. This could be an option for some settings but predominately we will deliver face to face wherever possible. We are currently working to our COVID restrictions which means leaving a full 24 hour gap between visiting settings. These restrictions are regularly reviewed and updated.

What would a typical LSNG week look like?

There is no 'typical' week but for a full-time trainer it could look like this (after COVID restrictions are lifted)

This would of course be scaled down for the 22.2 hour role. The assumption for example purposes makes the starting postcode Croydon CR3.

Monday	-	Travel to E6 for pm session. Travel home afterwards.
Tuesday	-	Travel to SE1 for pm session. Travel to NW9 for twilight session. Travel to HP postcode for overnight stay.
Wednesday	-	Travel to HP27 for am session. Travel home.
Thursday	-	Travel to KT10 for twilight session.
Friday	-	Admin day

All trainers are provided with a laptop, a mobile phone and branded outdoor clothing.