

HLF Training Bursary LEMUR Project

Heritage Education Trainee
with
Sheffield Wildlife Trust



1. Identification of placement

Trainee Title: Heritage Education Trainee

Trainee Code: 14U

Responsible to: Education & Training Manager

2. Overall purpose of placement

This post presents a unique training opportunity for the right individual to undertake training and develop skills and knowledge in order to further a career in heritage education. The post holder will develop and deliver a range of educational activities and community events focusing on natural heritage. The post will be based at Sheffield Wildlife Trust's headquarters at 37 Stafford Road, Sheffield.

3. Main responsibilities/areas of work

Your application should clearly illustrate your potential to carry out these responsibilities and meet the Trainee Specification.

- Develop and deliver natural heritage education sessions to Key Stage 1 and 2 classes, e.g. pond dipping, habitat studies, food chains etc.
- Organise and deliver out of school education sessions (for example play schemes, summer schools).
- To plan, organise and run safe, fun, heritage-related events and activities, for and with children, young people and the local community.
- To occasionally, where appropriate, develop and deliver sessions to Foundation Stage such as guided walks and "seasons" activities, or Key Stage 3 and above, which may include basic surveying, habitat comparisons, the water cycle etc.
- To develop resources (teaching packs and props) and promotional materials (posters, press releases) to support all education projects and events and activities.
- To keep thorough records of all projects including school / group booking, photographic records, attendance monitoring and evaluation.
- To promote SWT and membership of the Trust at all opportunities.
- To supervise volunteers working on education projects, events and/or activities.
- To ensure all work is undertaken to SWT policies (e.g. Working with Children, environmental and health and safety policies).
- To undertake any other duties, as requested by your Line Manager, commensurate with the aims of the Sheffield Wildlife Trust.

This post will be subject to an enhanced CRB disclosure.

For more information about Sheffield Wildlife Trust visit: www.wildsheffield.com.

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