



## Schools & Families Officer Role Profile

Job Title	<b>Schools &amp; Families Officer</b>
Position	Permanent
Hours	28 hours per week, 4 days a week 0.8 FTE (includes regular Sundays)
Holidays	20 days plus 7 bank holidays
Manager	Head of Learning & Public Engagement
Location	This role is based onsite at: Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

### 1. Equal Opportunities

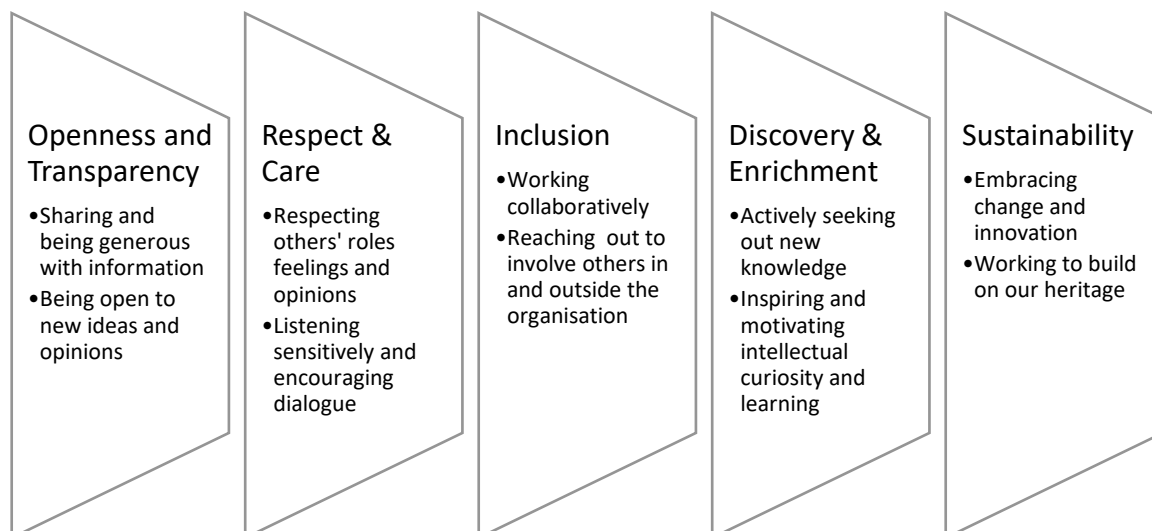
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

### 2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

### 3. Our Values

We have a set of five inter linked reinforcing values that support each other:



#### **4. About the Role**

At Chelsea Physic Garden we want to connect people with the power of plants. The Schools & Families Officer will take a leading role in the delivery and ongoing development of Chelsea Physic Garden's Schools and Family programmes. The postholder will work with teachers, schools, colleges, universities, community and family groups to deliver a diverse range of enjoyable, high-quality learning experiences to inspire and engage visitors of all ages and socio-demographic backgrounds. They will engage audiences both on and offsite. They will develop digital classroom resources to help us reach more learners across the UK.

The postholder will be required to meet annual targets for the number of learners engaged with, and activities delivered by, or on behalf of, the Garden. Our engagement programmes compliment the National Curriculum, UN Sustainable Development Goals and our organisational mission to demonstrate the medicinal, economic, cultural and environmental importance of plants to the well-being of humankind.

The postholder will be responsible for devising and ensuring the delivery of our programme aimed at family audiences. Building on the success of our annual programmes including the Chelsea Heritage Festival open weekend, the post holder will look at seasonal opportunities to maximise multi-cultural audience engagement from Lunar New Year, through to Eid to better serve our community.

They are responsible for supervising volunteers who support the running of activities within the department. The department is further supported by a team of freelancers who undertake some direct delivery at peak times.

#### **5. Key areas of responsibility**

##### **5.1 Direct Delivery: Schools Programme**

The Schools Programme at the garden connects with over 7,000 learners each year, with some learners following self-guided activities. The post holder will be required to prepare and deliver engaging cross-curricular sessions and workshops to all learners at the Garden. They will create lesson plans for each programme or activity. With the support of colleagues, they will be responsible for ensuring that feedback gathered throughout the year is evaluated and that any reviews and adjustments to the programme are proposed and adopted.

The post holder will undertake a review of the Secondary School programmes delivered at the Garden. The outcome of this project will be to improve the range of workshops offered by the Garden for Key Stages 3 – 5. The Garden has a number of partner schools to consult with as part of the project.

They will develop seasonal/ thematic walks/tours for external groups and learning institutions. In the past these thematic walks have also been delivered to staff and

volunteers on topics such as Women's History Month and Plants Connected to the Windrush Generation. The post-holder will maintain knowledge on plant science, outdoor learning practices and changes in the National Curriculum. They will keep up to date with current learning practice and champion these across the department and the Garden, changing the learning provision in line with these where necessary.

## **5.2 Direct Delivery: Family Programme**

The postholder will support the development of a dynamic and engaging annual programme of Family activity that broadens the Garden's reach and engages a wide range of audiences. Alongside activities, the post-holder also creates self-led trails for families to enjoy a visit to the Garden.

They will ensure the delivery of these activities, either directly and with the support of volunteers and freelance educators. To support these activities, the post holder will be responsible for sourcing, ordering, delegated budget management and managing resources. Activities are delivered in a way that minimises the production waste, such as our Broom Stick workshops.

The programme of family activities runs over the course of the year, with an ambition to develop more activities celebrating cultural events across the year.

## **5.3 Operational Management:**

The postholder will assist with the administration of learning bookings, briefing other staff and volunteers as necessary to ensure that groups are booked, invoices raised and paid, and details of the booking passed to relevant departments. They will be responsible for monitoring delegated income and expenditure budgets.

They will seek feedback, evaluate and report on the outcome of all programmes, reviewing and revising them in the light of feedback received.

They will support the production of collateral including publications (e.g. self-led trails, a teachers' newsletter, interpretive displays and creative projects) using print and digital methods to support teachers and students in their use of the Garden's plant collections and its history, including developing activities to be used before, during and after a learning visit.

They will develop digital resources including but not limited to pre and post visit digital content to further enhance the Schools and Family programme ensuring that it deepens the experiential learning for users. They will propose and have agreed content for the department's web presence that engages our online audience.

## **5.4 Health & Safety, Fire and Security:**

The postholder will work in accordance with health and safety legislation including risk assessing learning activities. They will be responsible for providing information to schools and visiting groups as required to meet their requirements. The postholder will ensure that their own working practices and those of volunteers being supervised

have due regard to their safety and security, in particular regarding lone working and working with children and vulnerable adults. They will ensure that volunteers are made aware of policies and procedures and support them by communicating changes in legislation or practice that gives them confidence in their role and also to service users.

They will ensure that working practices promote and protect the Garden’s resources in connection with fire, safety and the security of buildings and equipment.

**5.5 Safeguarding:**

The postholder will have a thorough and up to date knowledge of current legislation relating to safeguarding and its application to the Garden’s activities on and off site. To support this, they will receive training for Level 2 Safeguarding.

All activities and programmes at the Garden are undertaken with due regard to safeguarding. The post holder will ensure that relevant information is gathered, records are kept and appropriate information disseminated. Ensure that due regard is paid to safeguarding in the development of health and safety policies and risk assessments.

**5.6 Departmental Support:**

As part of a small and dynamic Learning Department, the post holder engages with wider strategic discussions about the wider programme of activities delivered by the department.

They will support the annual review of the Learning Strategy and Plan and ensure that aspects of this for which the role is responsible have been delivered, reviewed and evaluated. At times they will be asked for reports by the Head of Learning & Public Engagement. As some aspects of the Learning & Public Engagement department at Chelsea Physic Garden are supported by external funders, the postholder may be asked for information and insight, to support both the compilation of applications for funding, and to ensure funders’ objectives are satisfied as necessary.

**6. Person Specification**

<b>Knowledge Skills and Experience</b>	<b>Essential/ Desirable</b>
Proven experience delivering outdoor environmental education to EYFS, primary, and secondary students	E
Ability to communicate complex information effectively for a range of audiences and learning styles	E
Confidence in communicating with wide professional networks from	E

representatives from our partner schools, to community group leads, the CPG Youth Panel, and colleagues	
Ability to write, produce and distribute lesson plans, newsletters, reports	E
Ability to manage and analyse data for evaluation purposes	E
IT skills to update database and contribute to the website and digital learning resources.	E
Good interpersonal skills and the ability to work in a team.	E
Demonstrable knowledge of basic horticultural skills	E
Good understanding of plant science, natural history, conservation, the climate crisis and ecology.	E
An interest in working sustainably during the Climate Crisis	E
An interest in art and creative crafts	D
An understanding of working in the charitable sector with limited resources and able to take a collaborative approach to deliver excellence in learning programmes.	D

## 7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	<b>Leadership</b>	Setting the pace and behaving with integrity	2
2	<b>People Management</b>	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	1
3	<b>Analysis and use of Evidence</b>	Collecting, analysing and using information and evidence, assessing risk and taking decisions	2
4	<b>Communication</b>	Communicating with colleagues, visitors and stakeholders	2
5	<b>Collaborative Working</b>	Working together with people within and outside of CPG to help us achieve our goals	3
6	<b>Delivering Results</b>	Organising and managing the work to deliver results	2
7	<b>Using and Managing Resources</b>	Using resources cost effectively	2
8	<b>Know How</b>	The knowledge, skills and expertise you need to do your job and help others to do theirs	2

## 8. Terms and Conditions

This is an established part-time post working an average of 28 hours per week (normally over 4 days per week). By the nature of the role regular weekend and occasional evening and bank holiday working will be required for which time off in lieu is given. This role is predominantly based at Chelsea Physic Garden, with very limited capacity for remote working.

On successful completion of probationary period, the Company operates a contributory pension scheme, currently 5% employer, 3% employee, further details of which will be provided on request.