

## Education Assistant - Role Description

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### 1. About us:

Woodlands Farm, located within the Royal Borough of Greenwich, is the largest city farm in the UK. Run as a traditional working farm with conservation and education as its core values, it is an oasis of countryside in London.

We manage the land by grazing cattle and sheep in our wildflower and grass meadows and don't use any fertilizers or herbicides on the farm. The variety of habitats, animals, regular events and education activities run all year round offer lots of opportunity to learn and explore for visitors of all ages.

As a charity we are run predominantly by dedicated volunteers who, based on their skills and interests, support various projects from land management, animal care and handling, to education and conservation.

Education play an important role on the farm. We receive between 3 to 4 schools visit per week. Class teachers can choose from a wide range of guided sessions as well as self guided sessions. Every Thursday with the help of our volunteers we lead a toddler club and during schools holiday we organise fun and educational events for families

### 2. What we are looking for:

Do you enjoy/have experience working with children? Do you have some knowledge about nature and/or farming?

As an education assistant volunteer you'll help our younger visitors to learn about farming, nature and conservation. The education assistants are the 'faces' of the farm for our various activities with schools and holiday events. If you are a social and friendly person with good communication skills then we would love to hear from you.

### 3. What you will be doing as an Education Assistant Volunteer:

- Support the education officer during the session's delivery
- Help setting up and tidy up the classroom, before, during and after the school visits
- Handling animals (chickens, guinea pigs and sheep) during school visits
- Help maintain the outdoor areas which are used for education school visits or events
- Create education materials, under the education officer's supervision
- Help the education team during the events: cashing money, helping families with craft activities, taking pictures etc.

### 4. What skills you need

- Excellent and effective communication skills
- Ability to work well with others as well as on your own
- Be able to work within the policies and procedures of the Woodlands Farm Trust following all recommended Health and Safety procedures

- Initiative and creativity
- Attention to detail, methodical
- Good understanding of the General Data Protection Regulation and Safeguarding policy and the capacity to implement it
- Experience in working with children – desirable

The successful candidates will be subject to a DBS check

#### **5. What's in it for you:**

Dozens of smiles and thanks from children each day. You'll have the opportunity to expand your knowledge about nature and farming, to improve your skills in working with children in outdoor and indoor settings as well as meeting and working with new people.

A full induction will be provided for you in your first few days. Your volunteer manager will be there to help you and provide you with adequate training to help you fulfil your tasks and objectives.

#### **6. How you can apply:**

Are you interested in becoming an Education Assistant? Send us an email to [admin@thewoodlandsfarmtrust.org](mailto:admin@thewoodlandsfarmtrust.org) and let us know about your experience in the field, your motivation and your availability along with a CV. We'll get in touch with you within 2 weeks.

#### **7. Extra information about the position:**

- **Location of role:** Woodlands Farm, 331 Shooters Hill, Welling, Kent, DA16 3RP
- **Reports to:** Volunteer Manager
- **Duration of Role:** We are looking for long term volunteers but if you have a shorter amount of time and you would like to join us, let us know and we'll be happy to offer some flexibility for the role.
- **Availability:** Wednesdays and various days in School Holidays
- **Age Requirement:** Over 18 years

**For more information contact Hannah at 02083198900 or email at [admin@thewoodlandsfarmtrust.org](mailto:admin@thewoodlandsfarmtrust.org)**