

THE EXMOOR PONY CENTRE

JOB VACANCY

Engagement and Education Officer
Needed at our Centre near Dulverton, Somerset.

We are looking for a friendly individual to join our small busy team. Applicants must have experience delivering learning experiences in an environmental setting. An interest in Exmoor ponies is essential.

12 months Fixed Term Contract

21-28 hours per week

Flexible working, will include some weekend working, including running and attending events onsite and offsite

Starting Salary: £25,350 FTE (£13ph)

Further information available by emailing Linzi Green on ponyofficer@moorlandmousietrust.org.uk

To Apply:

Fill in application form and return

Send a cover letter and CV to

ponyofficer@moorlandmousietrust.org.uk or post to Exmoor Pony Centre, Ashwick, Dulverton, Somerset TA22 9QE

We are looking to fill this vacancy as soon as possible.

Closing Date: 4pm on Friday 10th January 2024

Interviews will be held between 12th and 15th January 2024

JOB DESCRIPTION

JOB TITLE: Engagement and Education Officer

PLACE OF WORK: The Exmoor Pony Centre and related sites

SALARY: £13.00 – £14.00 per hour dependent on experience

HOURS OF WORK: 21-28 per week, days of work flexible to facilitate delivery of services.

REPORTS TO: General Manager

MAIN PURPOSE OF JOB: To increase and deliver the educational and outreach services on offer at The Exmoor Pony Centre and throughout the Moorland Mousie Trust

RESPONSIBILITIES AND DUTIES:

- 1) Lead group sessions including schools and outreach.
- 2) Deliver offsite activities with a pony/ ponies, such as to care homes, schools, groups, events.
- 3) Plan, deliver and lead in planned expansion of new education and information areas at EPC
- 4) Develop new opportunities for engagement.
- 5) Co-ordinate volunteering opportunities at the Exmoor Pony Centre and throughout the Moorland Mousie Trust
- 6) Work alongside administrative staff to enhance marketing, promotional and educational materials.
- 7) Undertake record keeping and data evidencing for funder reports.
- 8) Undertake risk assessments and ensure safety of all activities undertaken within the role.
- 9) Assist with fundraising, promotional activities and events.
- 10) To carry out duties other than listed when needed.

This role will be expected to evidence an understanding of Safeguarding and Basic Work Place First Aid, training will be provided where required. A DBS check will be undertaken.

JOB SPECIFICATION

REQUIREMENTS	ESSENTIAL/DESIRABLE	EVIDENCE
Skills and Abilities		
• Confident public speaking	Essential	Application/Interview
• Knowledge of Exmoor ponies and British nature/wildlife	Essential	Application/Interview
• Communication skills written and verbal	Essential	Application/Interview
• Driving Licence	Essential	Application/Interview
• Knowledge of Microsoft Office including, word, excel, publisher and outlook	Essential	Application/Interview
Experience		
• Experience of delivering educational sessions	Essential	Application/Interview
• Experience of organising and delivering events/ activities	Essential	Application/Interview
• Experience of working within a busy tourist-based centre	Desirable	Application/Interview
• Experience of working with volunteers	Desirable	Application/Interview
• Experience of working within a public user environment	Desirable	Application/Interview
Personal Qualities		
• Ability to work as part of a team	Essential	Application/Interview
• Ability to work without supervision	Essential	Application/Interview
• Good communication and organisational skills	Essential	Application/Interview
• An interest in equine related issues and countryside matters	Desirable	Application/Interview