



Job Description

Job Title:	Education Assistant
Accountable to:	Education Manager
Responsible for:	Assisting Education Manager in developing and delivering GDP's Education programme Delivering environmental and heritage-based education projects
Salary:	£ 26,000 - £30,000 per annum pro rated for the amount of hours worked per week (and depending on experience)
Hours:	Part time (equivalent of 20 hrs per week or 10 days a month) Flexible working days (Overtime will be available as needed)
Term:	3 years fixed term

Introduction to Cody Dock:

Gasworks Dock Partnership (**GDP**), a registered charity based in the East London Borough of Newham, is leading the regeneration and development of Cody Dock into a Creative Industries and Community Quarter. With the local ecology and heritage at the heart of our work, Cody Dock is rapidly becoming a beacon of learning and community led environmental action at the heart of its community. This project stands on the shoulders of these recent achievements and will establish Cody Dock as a local and internationally renowned environmental hub and centre of excellence for environmental education, community-led climate change & urban biodiversity research. This new environmental programme has been co-designed and shaped by the needs of local residents and

their wish to be included in the transformation of their local area. With new facilities and improved accessibility, it is a fantastic time to help grow our already extensive programme of activities and increase participation in conservation work, climate change, environmental and heritage education.

Main Purpose:

The Urban Ecology programme aims to engage local people with the nature spaces on their doorstep and explore the ecology of this otherwise unexplored region of the city, on the River Lea. The Education Assistant will be working with the Education Manager as part of the Environment and Ecology team to deliver a range of ecological, heritage and climate-based educational activities to children and young people from the local area. They will be partnering with local schools, youth groups and community groups to champion urban environmental and local river based heritage education. Specific tasks and responsibilities are listed in the table below.

Key Tasks and Responsibilities
<p>General</p> <ul style="list-style-type: none"> ● Participate in relevant training and development to improve skills and knowledge ● Work with project managers and event coordinators to deliver live education workshops at community events ● Work with the Education Manager to effectively communicate ecological and climate issues and engage young people with urban nature conservation ● Assist the Education Manager in delivering the Engagement Volunteering Programme, including recruitment, processing and training. <p>Outreach</p> <ul style="list-style-type: none"> ● Support Biodiversity Manager and Education Manager, brokering and maintaining relationships with stakeholders such as universities, businesses and other charities, linking these relationships with appropriate education faculties ● Form new and grow existing partnerships with schools and youth zones ● Lead sessions/workshops in schools and community hubs <p>Delivery</p> <ul style="list-style-type: none"> ● Assist Education Manager in delivering schools’ education sessions onsite ● Deliver a range of ecological and climate based education activities and projects, including monitoring and evaluation ● Assist in the delivery of educational events, fairs and clubs ● Develop a range of activities and resources for visits, field trips and field studies ● Create online educational resources such as educational videos for our youtube and social media channels <p>Development</p> <ul style="list-style-type: none"> ● Work with and support volunteers with a range of interests and skills ● Work with the wider team to expand GDP’s reach and develop more inclusive activities that improve the project's capacity for SEND and its overall EDI

Person Specification

Criteria	Essential	Desirable
Qualifications and Knowledge	<ul style="list-style-type: none"> ● Educated to degree-level or has equivalent work experience (we encourage applications from non-degree pathways) in a course or role which is appropriate for this role ● Demonstrable knowledge of climate change impact and environmental ecology 	<ul style="list-style-type: none"> ● Prior knowledge of Safeguarding ● Extended DBS check (GDP will apply for Extended DBS checks on behalf of successful candidates if candidates do not have a DBS check prior to application)
Experience	<ul style="list-style-type: none"> ● A minimum of one year's professional experience working within an education setting with young people in KS2-5 ● Teaching or workshop delivery experience with young people ● Teaching or workshop delivery experience with adult audiences 	<ul style="list-style-type: none"> ● Demonstrable experience or interest for either <ul style="list-style-type: none"> i) Conservation/ecology/the environment and sustainability ii) The arts/history and heritage ● Experience in the voluntary sector, regeneration or community development, working with local communities, charitable & statutory organisations ● Experience working with people with special educational needs and disabilities (SEND) ● Experience developing and delivering arts and crafts

<p>Skills</p>	<ul style="list-style-type: none"> ● Strong communication skills with an ability to engage large groups of people ● Ability to understand and communicate effectively with a wide range of audiences including children and people with SEND ● Fluent with social media apps and a demonstrated ability to create engaging content ● Strong time management and organisational skills, able to prioritise and manage own workload ● Fully IT literate and fluent with MS Office suite and Google Apps 	<ul style="list-style-type: none"> ● Skills in using design programmes such as Adobe Suite for resource creation ● Ability to create dynamic and engaging educational resources ● Capable of working with large groups of young people and supporting their development ● Knowledge and application of CRM systems such as Salesforce ● Ability to network with necessary contacts and develop strong partnerships
<p>Personal attributes</p>	<ul style="list-style-type: none"> ● A confident and warm personality with a creative mindset ● Good interpersonal skills, with an ability to build and maintain effective working relationships with youth organisations, children and young people ● Friendly and approachable manner, with the emotional intelligence to lead creatively to help guide the development of young people ● Willingness to get involved and assist project workers with events and volunteer activity ● A passion for increasing participation and inclusion through this work, improving representation of the local community ● Understand the principles of data protection and apply these in completing day-to-day activities 	