

The Langholm Initiative



The Langholm Initiative began in 2009 with the primary objective ‘to promote the improvement of the business, social and physical environment of the town of Langholm and the surrounding area of Eskdale. In November 2009 the Langholm Initiative was registered as a charity in Scotland and continued to deliver its core activities; Project Delivery and Community Support. Website; www.langholm-online.co.uk

Making the Most of Moorlands



Now in its sixth year, the ‘Making the Most of Moorlands’ project is a community and education project with a primary aim of raising awareness about the local moorland habitat through a programme of presentations, school activities, youth activities and family activities. The Making the Most of Moorlands Project built on the success of the Moorland Education project (2009 – 2011) and continues to build and maintain relationships and close links with the local community, education facilities and local businesses. Website; langholm Moorland.blogspot.co.uk

Sessions and Activities



The Making the Most of Moorlands Project delivers a wide range of activities for all age groups. The Seasonal Education Assistant will be predominantly working with school aged groups to deliver educational session designed to enhance knowledge, enjoyment and understanding of the natural world with a specific focus on moorlands. However, the role is a diverse one and successful candidates will show flexibility and initiative in their approach to the position.

MMM Staff Contacts



Dr Cat Barlow – Project Manager

Cat has been Project Manager for the Making the Most of Moorlands for 8 years. She also manages The South of Scotland Golden Eagle Project, which hopes to re-establish a viable population of Golden Eagles in the south of Scotland.

Cat will be Line Manager to the successful applicant.



Rick Taylor – Project Officer

Rick joined the project in February 2016 as a part-time project assistant and now oversees the day to day running of the Making the Most of Moorlands project.

Rick will be the daily first point of contact for the successful applicant.

The team is completed by **Judith Johnson** (Project Mentor) and **Jason Railton** (Admin. Assistant).

JOB DESCRIPTION

Job Title: Education Assistant

Location: The Making the Most of Moorlands Project, Langholm, Dumfries and Galloway

Reports to: Project Manager

Overall role:

The Education Assistant will develop, plan and deliver educational and outdoor activities to a wide ranging audience, primarily young people.

Key Responsibilities:

- Develop learning resources
- Produce plans for activities and ensure all resources are prepared and available
- Deliver activities in a safe, effective and engaging manner, responding to the needs of the group
- Liaise effectively to ensure programmes meet service user requirements
- Take bookings and undertake reception duties following established procedures
- Contribute to the positive environmental development of the area.

General:

- Delivering a high standard of customer service and customer care.
- Ensuring the highest standards of quality are achieved in all duties carried out.
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload.
- Maintaining a good personal appearance in representing the project.
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the project.

PERSON SPECIFICATION

Job Title: Education Assistant

Location: The Making the Most of Moorlands Project, Langholm, Dumfries and Galloway

Reports to: Project Manager

1. QUALIFICATIONS AND EXPERIENCE

- Previous experience of leading outdoor activities.
- Previous experience of the production and preparation of teaching resources.
- Experience in successfully delivering learning across a wide range of audiences to a high standard.
- Experience of undertaking risk assessments.
- Full valid driving licence.

2. KNOWLEDGE

- Ability to lead Intermediate, Higher and new National 1-5 fieldwork courses.
- Knowledge of the Curriculum for Excellence.
- Strong presentational and associated communication skills within a learning environment.
- Enthusiasm for the subject, the outdoors and helping others learn about the environment.
- Understanding the breadth of competencies required for working in the Project's busy operating environment and the capabilities that will ensure effectiveness across the wide range of duties for this post.
- Good understanding of biology and geography.

3. SKILLS AND ATTRIBUTES

- Excellent communication skills.
- Ability to work unsupervised and as part of a team.
- A positive and passionate attitude to work.
- A confident and proactive approach to all elements of the post.
- A flexible approach and a willingness to adapt to change.
- An ability to use your own initiative.
- An ability to work under pressure and prioritise work to meet deadlines.
- Always treating others with courtesy, dignity and respect
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges.
- Well-developed IT skills.

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.