

ROLE DESCRIPTION

TITLE: Outdoor Learning Assistant

SALARY: Grade 2 pro-rata £22,222.20 National Living Wage.

HOURS: 28 hours per week – Generally Monday to Thursday, working one Saturday every four weeks (taking the preceding Thursday or following Monday off) as part of the staffing weekend rota, plus occasional evening work for which TOIL can be claimed.

CONTRACT TYPE: Permanent following probationary period

Start Date: flexible but 1st April 2025 at the latest

LOCATION: Water of Leith Visitor Centre

RESPONSIBLE TO: Outdoor Learning Officer

RESPONSIBLE FOR: Participants learning activities and volunteers.

JOB SUMMARY:

To assist in the administration and delivery of a comprehensive outdoor learning programme from the Visitor Centre and along the Water of Leith, for both school and community groups.

MAIN DUTIES:

Assist with the delivery of environmental education and outdoor learning programmes to 2000 school children (approx. 80 classes) annually*

Responsible for the administration of the School and Group booking systems. This includes management of the diary, sending out booking forms, updating the database and calendar, being the first point of contact for schools if the Outdoor Learning Officer (OLO) is not available and ensuring invoicing is completed correctly.

To receive training and support in order to progress towards the delivery of nursery and primary classes.

To provide back up for the Outdoor Learning Officer on all classes should they be unable to deliver a class or if co-teaching is required*.

Lead and supervise group visits, birthday parties and learning activities for badged groups from the Centre.*

With the staff team assist with the delivery of community learning opportunities and summer events programme along the river.

Prepare resources for all sessions and clean up after groups.

Maintain and update evaluation and reporting systems.

OTHER RESPONSIBILITIES:

- As part of a small staff team, you will occasionally need to assist with the operation of the Visitor Centre, including the support of reception volunteers, opening/closing, cashing up, customer service and refreshment provision.
- Work within all Trust policies and procedures, ensuring all Risk Assessments, Health and Safety, Operating Procedures and Child Protection and Safeguarding Policies are fully implemented.
- Assist with all media promotions and aim to raise awareness of the Trusts work and the Visitor Centre, this includes the development of online resources, posting to social media and producing content for newsletters and blogs
- Assist in the development of the ambitious and innovative projects set out in our 2024-9 Strategy, leading on work in LEARN Action Plan . [WOLCT 2024-29 Strategy.pdf](#)

*You require a satisfactory PVG (Protecting Vulnerable Groups) check to show you are suitable for this type of work

	Essential	Desirable
Qualifications		
A good general level of education to Higher / A Level	x	
Higher qualification / degree in related field – Environmental, Education etc		x
First Aid Certificate		x
Valid Driving Licence		x
Experience		
Working with and supervising young people outdoors	x	
Working with young people in a learning environment	x	
Effective management of administration systems		x
Community event delivery		x
Skills		
Effective communication and social skills	x	
Working on your own initiative		x
IT including MS Office, internet and social media	x	
Knowledge		
Understanding of and interest in nature and the natural environment	x	
Understanding of the Curriculum for Excellence		x

Application procedure: CV plus covering letter detailing how you meet the personal specifications of the Role Description (table above) and any directly relevant experience emailed to helen.brown@waterofleith.org.uk by 5.00pm on 7th February 2025.

THE TRUST

More about the Water of Leith Conservation Trust can be found at:

<https://www.waterofleith.org.uk/the-trust/>

Our Vision: A healthy river cared for by its community

Through partnerships and practical action The Water of Leith Conservation Trust (WOLCT) works to protect and improve the Water of Leith as a haven for wildlife and a resilient blue-green network for the city. We deliver inclusive learning, volunteering and recreational opportunities which connect communities with Edinburgh's river. Registered Charity no SC000015

Founded in 1988, as Scotland's first river charity and guardians of the river, we strive to raise the profile of this key environmental asset and promote community action to help the river. We work with volunteers and community groups to deliver around 270 river clean-ups and habitat improvement tasks annually - managing INNS, Meadows, and community gardens. Our open daily Visitor Centre hosts an exhibition and community café. Operating as a hub for outdoor learning and we deliver over 170 school classes, community learning activities and events annually, In partnership with others we manage 26 miles of river habitat and 13 miles of walkway through Edinburgh, promoting its sustainable use and management. We work to develop projects which improve the river health and resilience to climate change and improve spaces for all users.