# London Environmental Educators' Forum (LEEF)

# Co-ordinator, Vacancy Pack

Thank you for your interest in this post. Please find enclosed:

* Job description
* Summary of main terms and conditions for this post

For information on LEEF, please see our website: <http://www.leef.org.uk/> and find us on Facebook, Twitter and LinkedIn.

**How to apply:**

To apply for this post, return a covering letter (2 pages) with your CV (2 pages). You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience meeting the requirements of this post as detailed in both the job description and person specification.

Send your application to trustee@leef.london

**The closing date for receipt of your application is 12 noon on Friday 20 September 2019.**

If you have any queries about this vacancy, please contact us via trustee@leef.london

**Job Description**

**Job Title:** LEEF Co-ordinator

**Responsible to:** LEEF Board of Trustees

**Line Managed by:** nominated Trustee

**Located at:** London

**Overview of the role:**

The London Environmental Educators’ Forum (LEEF) is a membership organisation for environmental and sustainability educators working across Greater London. LEEF aims to improve the quality, quantity and accessibility of environmental education and engagement opportunities for Londoners. We address problems of urban green deprivation and help Londoners to improve the quality of their lives by experiencing, enjoying and taking ownership of their environment and the challenges of protecting and improving it. We achieve these aims by providing support to our members and allied professionals from across the community, schools, health, arts, heritage and charity sectors via specialist training, networking and advocacy services.

The LEEF Co-ordinator will promote and coordinate the services of LEEF as a unique pan-London network for environmental education practitioners by overseeing a number of specific projects including a programme of training and networking events, specific research projects and the development of the LEEF website. In particular, the Co-ordinator will be responsible for:

* Providing active support, information and help to LEEF members to enable them to deliver environmental education effectively in the capital;
* Deliver a programme of events including training and networking;
* Identifying and applying for funding to ensure the future of LEEF
* Promoting environmental and sustainability education at a regional strategic level;
* Developing links with other regional networks of urban environmental educators and creating an appropriate forum for the exchange of ideas with these bodies;
* Supporting the delivery of a national conference involving representatives from LEEF and other regional networks of urban environmental educators;
* Managing volunteers and interns to support the delivery of LEEF;
* Increase LEEF membership in London;
* Support LEEF members to become ‘LEEF Fellows’;
* Manage and administer a membership database including member renewals
* Manage LEEF communications with members and other stakeholders;
* Developing, supporting and delivering London-wide campaigns to promote environmental education and learning outside the classroom in the capital.

**Main Duties**

1. **Membership & communications** 
   1. Promote and increase LEEF membership amongst environmental educators working in the capital;
   2. Maintain membership records and oversee membership renewals process;
   3. Produce regular communications for LEEF members and other stakeholders including other regional networks across the UK;
   4. Monitor and review services for members and develop new services in response to identified needs;
   5. Manage and administer a membership database including member renewals
   6. Maintain and update the LEEF website ensuring that events, research and resources appear in a timely fashion;
   7. Promote membership, events and environmental education through appropriate social media channels;
   8. Publicise appropriate training and job opportunities to members, including those provided by member organisations and others;
   9. Recruit and support 2 interns pa plus additional volunteers as required to assist with the running of the charity and LEEF events.
2. **LEEF programme of events**
   1. Monitor sector developments and consult with members re. appropriate topics for LEEF training events;
   2. Organise, promote and deliver LEEF’s programme of events, to include 14 training workshops and 8 networking events per annum to enable members to share their diverse knowledge and gain new skills;
   3. Collect and collate feedback from LEEF events to report to funders and feed in to the future development of the programme
3. **Funding**
   1. Identify funding opportunities to support the core work of LEEF.
   2. Write and submit funding applications as appropriate.
   3. Monitor, evaluate and report on LEEF activities for funders
4. **Support of Environmental Educators** 
   1. Coordinate and support 12 ‘LEEF Fellows’ per annum and develop the fellowship programme in response to feedback from members. Host 2 lecture evenings in which those newly certified deliver talks and share best practice with their peers;
   2. Collate feedback and make recommendations on LEEF research into London's Environmental Educators including sector developments and the status of the profession.
   3. Develop regular links with other regional networks of urban environmental educators such as the Manchester Environmental Education Network and the Swansea Environmental Education Forum;
   4. Support the delivery of a national conference for urban environmental educators involving LEEF members plus speakers and delegates from other urban centres of population around the UK.
5. **LEEF management and compliance** 
   1. Monitor, evaluate and report on LEEF activities for funders, partner organisations and other interested parties;
   2. Maintain detailed and accurate financial records including management accounts and assist in producing annual audited accounts;
   3. Co-ordinate and provide appropriate support to Board of Trustees and Advisory Panel including reports of activities, circulation of agenda and recording minutes for Board meetings;
   4. Produce annual report and fulfil reporting requirements laid down by the Charity Commission or other regulatory bodies as required;
   5. Organise the AGM, including publicity, speakers, workshops and venue;
   6. Assist the Committee in fundraising for new projects and to secure the long term future of LEEF
6. **General Duties:** 
   1. Promotion of the London Environmental Educators’ Forum: Work at all times to further the aims of the Forum including promotion of Forum membership. To encourage donations and to assist in and promote related events and campaigns where appropriate.
   2. Health and Safety: All staff and volunteers are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions on any matters of concern.
   3. Equal opportunities: To work at all times within LEEF’s Equal Opportunities Policy and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment
   4. Sector knowledge: Maintain up to date knowledge of development in relevant industry fields.
   5. Other duties: To undertake any other duties, as appropriate to the post, as delegated by your Line Manager.

**Summary of Terms and Conditions**

**Contract term;** To 31 December 2020.There will be a potential to extend if additional funding is successfully applied for.

**Working hours:** 0.6 FTE (3 days per week, flexible by arrangement) (dependent on funding)

**Salary:** £25,000 pro rata p.a.

**Annual & Bank Holidays:** 33 days pa (including bank/public holidays)

**Sick pay:** All employees who are eligible will receive Statutory Sick Pay (SSP), so long as the rules are met, full details of which are given in the "Sick Pay Policy"

**Pension scheme**: The post holder will be eligible to join a Pension Scheme.

**Probationary Period:** This post has a three month probationary period, during which your suitability for the post will be assessed.

**Location:** The LEEF Co-ordinator will have a desk space in a London location. Previous hosts have been SLBI and LWT head office. Once appointed, we will discuss the best location for you to be based to deliver this role.

**Person Specification**

The following experience, skills and aptitudes are those that we are looking for in a candidate for this post. Those listed as "essential" are those that the candidate must have. Candidates who fail to meet these essential criteria will not be short –listed. "Desirable" skills and experience are those which would be advantageous to have, although they are not essential.

**Please keep this person specification in mind, when writing your covering letter.**

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| Essential | Desirable |
| Proven ability to work well independently, and to take initiative | Degree level or equivalent qualification |
| Strong, demonstrable experience of project management | Experience of recruiting and supporting members in a membership organisation |
| Professional experience organising and promoting a programme of events | Experience of securing and managing external funding |
| Confidence in building positive relationships and networking across a range of organisations | Experience in the delivery of environmental education |
| Experience of report writing and budget management | Experience in developing, monitoring and evaluating education programmes |
| Excellent organisational skills, ability to work under pressure and to meet deadlines | Understanding of safeguarding children and vulnerable adults |
| Excellent written and verbal communication skills | Skills in strategic planning and track record of developing new initiatives |
| An understanding of environmental education, the National Curriculum and related teaching resources | Experience of management of a small charity |
| Experience of the London environmental education sector, from school, local authority, academic, museum, charity and/or comparable perspective |  |
| Understanding and commitment to equality and diversity good practice |  |
| Experience of managing volunteers and or unpaid interns |  |
| Good IT skills, including ability to support the development of a simple website, manage a simple database and confident in using social media channels. |  |