



Job Description

Role Title: Education Trainee

Reports to: Senior Education Officer

The primary role of this post is to assist with the leading of activities and developing new activities on our innovative education programme for school trips, community group visits, families and volunteers at Celtic Harmony Camp, the Prehistory settlement, near Hertford. Celtic Harmony is an award-winning charity, providing hands-on cultural heritage education of ancient Britain to increase understanding of the natural world and create a more sustainable way of life for future generations.

The education program has a unique hands-on approach to learning, where visitors experience life in Prehistory from Stone to Iron Age during day trips and residential trips. Celtic Harmony is pledged with 'Brilliant Residential' campaign to deliver high quality residential trips which can lead to improved resilience and relationships for young people.

The education team dress in Celtic costume so that visiting school children can experience life in ancient Britain. There is a range of days from Woodsmen to Warriors that teachers choose from with hands-on age appropriate activities from grinding grain on quern stones to archery and bat walks. The job is varied and includes assistance with catering, delivering of activities, site maintenance and communication.

Relationships

- The Education Trainee is accountable to the Senior Education Officer and ultimately the Heritage Director for the high standard delivery of the education programme.
- Education Trainee takes an active part in daily team debrief and weekly staff meetings and other communication as per internal communication strategy.
- Education Trainee is responsible for developing relationships with teachers/visitors, gathering feedback and promoting education days/events.
- Assist in communicating with teachers / family visitors and using the database to record customer history, as per enquiries / school operations standard.
- Proactively contribute in team meetings and initiatives for new programmes and fundraising projects.



Location: Celtic Harmony Camp, the Iron Age settlement, Brickendon, Hertford, Hertfordshire SG138NY.

Celtic Harmony Office 9 The Limberlost, Welwyn Hertfordshire AL6 9TS

Main Duties:

Planning, Delivery and Follow Up

- Assisting and progressing to leading weekday school day trips, as per the schools operations standard and industry standards, e.g. Learning Outside the Classroom quality badge standards, Archery GB.
- Assisting with residential school trips including overnight supervision.
- Leading community group / family visits, for example from scouts and guides or other community groups which take place on weekends and holidays.
- Read and adhere to Health & Safety checks e.g. risk assessments
- Assist in preparation of contingency activities in case of wet weather
- Assist in managing supply of materials for education days
- Ensure all information and relevant forms are in place before visits
- Gather feedback information through contact with teachers, children and parents
- Visit schools to promote school visit to CHC
- Assist in developing new educational activities
- Work with the education team both staff and volunteers
- Assist in café during events.
- Assist in collating data (feedback) to evaluate programme

Leadership

- Take part in team daily team debrief and staff meetings
- Assist in leading volunteer and work experience programmes

- Complete in-house induction training

Visual Impact and Facilities Presentation

- Assist with maintenance and development of facilities

Communications

- Assist in communication to schools and other stakeholders to promote benefits of programme.

- Assisting with fundraising to support the education programme

Competencies & Levels

Working to Objectives & Standards	1
Planning & Organising	1
Stakeholder Orientation	1
Active Analysis & Decision Making	1
Continuous Improvement	1
Developing Self & Others	1
Working Together	1
Communication	1
Leadership	1

Remuneration: National Minimum Wage



Full induction and training programme with logbook and in-house and/or external training in primitive skills.

Qualifications, experience & behaviours required for this role:

- degree / college training / experience based in education or outdoor work
- Interest in primitive skills and ancient culture.
- Access to your own transport is essential due to the location of the site.
- able to use your initiative
- ability to work in a team
- good communication skills
- adaptable

The position is on condition of an Enhanced DBS check.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.