



Role Description

Role Title: Volunteer Education Trainee

Reports to: Deputy Site Manager

If you have some experience working with children and like the outdoors and are now looking for an opportunity to gain experience in the field of outdoor heritage education, then an Education Trainee role could be for you!

We are looking for a summer intern to assist with the leading of activities and site/facilities maintenance at Celtic Harmony Camp, the UK's largest reconstructed Iron Age settlement, Bourne Wood. The traineeship also involves assisting with preparation of educational resources, workshop areas and dormitory roundhouses and teacher tents ready for the high summer season of our innovative residential school trip programme.

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. With its thatched roundhouses and native woodland, Celtic Harmony Camp is a place like no other. For twenty five years, children and visitors have been rediscovering the natural world and traditions of life in ancient Britain through creative hands-on activities that engage the imagination and improve well-being. Our active education programmes are designed to bring people together, creating a sense of belonging to our local natural and cultural heritage and building confidence through new skills and the visual results of practical work.

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

Relationships

- The Education Trainee is accountable to the Deputy Site Manager 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 assisting in developing relationships with teachers/visitors, gathering feedback and promoting education days/events.
- Assist in communicating with teachers and using the database to record customer history, as per 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.

Main Duties:

Planning, Delivery and Follow Up

- Assisting and progressing to leading weekday school day and residential trips, as per the schools operations standard and industry standards, e.g. Learning Outside the Classroom quality badge standards.
- Assisting with preparations of residential school trips including cleaning and laying the mats in dormitory roundhouses.
- 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
- Assist in developing new educational activities
- Work with the education team both staff and volunteers
- Assist in café.

Visual Impact and Facilities Presentation

- Assist in prepping and tidying/cleaning the dormitory roundhouses as per residential operations procedure.
- Assist with maintenance of 13 acre woodland site
- Assist with maintaining facilities tidy and clean and 'fit for purpose' for visiting school children.
- Work with volunteer team to develop visual impact and manage site conservation and accessibility
- Making repairs and maintenance such as moving the grass to ensure Health and Safety for visiting children.
- Maintaining tools and site supplies for maintenance of site and facilities.

Leadership

- Take part in team daily team debrief and staff meetings
- 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.

This is a voluntary position.

Hours: 1-2 days/week for 6 months.

Duration: 6 months. March to August and May November 2024.

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



Benefits to you:

- * Full induction training
- * Volunteer in a growing charity
- * Develop skills in a unique field of work combining creative and practical skills in outdoor education and experimental archaeology/primitive skills.

Qualifications, experience & behaviours required for this role:

- 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.