



# New to Nature Placement

## Education Intern (Supported Role)

**CLOSING DATE: 12.00pm on Friday 17<sup>th</sup> February 2023**

The Heart of England Forest Charity Registration number 1097110  
Collets Farm Office, Dorsington, Stratford-upon-Avon. CV37 8AU

01789 491391 [jobs@heartofenglandforest.org](mailto:jobs@heartofenglandforest.org)  
[www.heartofenglandforest.org](http://www.heartofenglandforest.org)



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## ABOUT NEW TO NATURE

Thank you for your interest in this New to Nature placement.

New to Nature is an exciting programme of paid work placements in nature-focused roles. This is one of 70 roles that will be created across the UK to encourage young and diverse talent into the Natural Environment sector.

**We're particularly interested in receiving applications from young people (aged 18-25) who are from ethnically diverse backgrounds, who are living with a disability or are from low-income households.**

You'll get paid a good wage from a placement that helps the environment, learn loads of skills to boost your CV and get access to a Youth Employment Coach to help you plan your future career. There'll also be opportunities to learn about potential careers in the natural environment, and (should you wish to) connect with the other young people working in New to Nature roles across the country.

This is a unique opportunity to try something new, and to take a first step on a career path where you can make a real difference. The natural environment needs you!

We hope you will join us on this exciting journey!



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# ABOUT The Heart of England Forest

## *Planting tomorrow's great native woodland*

The Heart of England Forest is an exciting and ambitious charity. We want to help reverse centuries of woodland decline and plant one of the largest forests in England. Our goal is to create a huge, unbroken woodland – a refuge from the modern world where people can rediscover nature and wildlife can flourish. It's an ambitious vision, which we're determined to make happen, one tree at a time.

The Heart of England Forest is not only a perfectly positioned lung for the Midlands, but a breath of fresh air for the nation. With over two million new native trees planted so far, we are restoring our native woodland – providing a safe and permanent habitat for wildlife as well as an escape for people from the urban environments surrounding it.

The forest stretches up the Warwickshire / Worcestershire border, from the present-day borders of Shakespeare's Forest of Arden to the edge of the Vale of Evesham – the north Cotswolds to south Birmingham. It's an area dense in cities, towns and industry. Which is why we're creating a place to walk under shady canopies and through airy glades, away from the bustle of city life.

The UK has less than a third of the native tree cover of many other European countries, including France, Germany and Italy. Planting tomorrow's great native woodland has already started. With 7,000 acres of land, the Forest currently consists of 600 acres of mature woodland and over 4,500 acres of new planting. We have planted an incredible 2 million trees so far, that's over 23% of the way towards our goal of a 30,000-acre forest. But with patience and your support, who knows how far it will grow!

## **Benefits of working with us:**

- ✓ Flexible approach to working to suit you
- ✓ Competitive salary with a Living Wage Foundation accredited employer
- ✓ 28 days holiday plus bank holidays
- ✓ Contributory company pension with 4.5% employer contribution
- ✓ Health Cash Plan – get cash back on opticians, dentists and more!
- ✓ Group Income Protection Scheme – to support you if you get sick
- ✓ Employee Assistance Programme – financial, physical & mental wellbeing support
- ✓ Access to exclusive discounts from thousands of retailers
- ✓ Life Assurance at four times your basic salary



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# RECRUITMENT PROCESS

## APPLICATION

You can apply for this placement via the following link:

[www.surveymonkey.co.uk/r/NTNPlacementApplication22](http://www.surveymonkey.co.uk/r/NTNPlacementApplication22)

This is hosted by Groundwork UK who will check the suitability of applicants, before passing the application on to the placement organisation, who will shortlist applicants to an informal interview process.

Please ensure you carefully select the correct role from the drop-down list, to ensure your details are passed to the correct placement organisation.

If you have any questions about the application form, contact Groundwork UK at:

[newtonature@groundwork.org.uk](mailto:newtonature@groundwork.org.uk)

## INTERVIEWS

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews in person on **Wednesday 1<sup>st</sup> March**.

If you have any questions about the role or interview process, please contact us at:

[jobs@heartofenglandforest.org](mailto:jobs@heartofenglandforest.org)

**The Heart of England Forest is committed to safeguarding and promoting the welfare of children and vulnerable adults. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS disclosure.**



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# PLACEMENT DESCRIPTION

<b>Placement title:</b>	Education Intern (supported role)
<b>Organisation:</b>	The Heart of England Forest
<b>Contract type:</b>	12 Months, Fixed term
<b>Number of hours per week:</b>	40 hours per week.
<b>Working pattern:</b>	Usually Monday to Friday 8am to 5pm with approximately 2 weekend days a month (for which hours can be accrued as Time Off In Lieu (TOIL) or equivalent time taken off in the week)
<b>Hourly rate of pay</b>	£10.90 – Salary of £22,672 p/a
<b>Responsible to:</b>	Senior Outdoor Teacher
<b>Location:</b>	Middle Sernal Farm, Sernal Lane, B49 6JE.
<b>Accessible by public transport:</b>	No
<b>Anticipated Start Date:</b>	Monday 17 <sup>th</sup> April 2023

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## ROLE DESCRIPTION

This is a supported role, suitable for an individual with a diagnosed special educational need or disability who would benefit from being able to access support from a job coach & workplace mentor to enable them to overcome the barriers to employment that they face as a result of their condition.

The successful candidate will work with the learning and skills team to help them deliver our Forest learning programmes to schools, families, teenagers and adults from lots of different backgrounds.

The Forest is as important for people as it is for wildlife, so we want to help as many people as possible to enjoy the Forest regularly. This will improve their physical and mental health. We also hope that if people learn to love the Forest they will be more likely to want to care for the environment.

This role is suitable for somebody who loves working with children and other groups of people and working outdoors in all weathers. In this role you will be responsible for helping us to prepare the resources and get everything we need ready for learning and skills sessions, keeping the areas used for education clean and tidy and helping the learning and skills team with the delivery of sessions.



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## KEY RESPONSIBILITIES:

- Working with school groups, families, teenagers and adult learners to help them enjoy their visit to the Forest and keep them safe.
- Following Health and Safety and Safeguarding procedures to keep yourself and others safe.
- Leading small groups to do short activities.
- Preparing resources and equipment for learners. This will include printing, laminating, collecting and carrying equipment and following instructions.
- Helping produce some of the resources we use on a computer.
- Clearing up after activities including washing/sterilising equipment, cleaning indoor spaces and toilets, and ensuring we leave the Forest as we find it.
- Carrying out practical tasks required in order to facilitate our work with people. This might include fetching and carrying equipment, lighting and supervising campfires, gathering firewood or natural resources, or undertaking practical conservation management tasks with groups.
- Carrying out administrative tasks including preparing mailings, printing, photocopying, laminating.
- There may also be the opportunity for you to help produce some of the resources we use on a computer – for example spotter sheets, ‘top trump’ style information sheets or PowerPoint slides. (This is additional to the main role for somebody who has the skills or interest in doing this).

## PERSON SPECIFICATION

### Essential

- ✓ An interest in a career working outdoors and/or with children and a need to develop outdoor/outdoor learning skills, experience and competencies for career development
- ✓ A love of the outdoors and a willingness to work outside, all year round and in all weathers.
- ✓ An interest in the natural world and a desire to learn more about it.
- ✓ Being able to communicate with children and adults.
- ✓ Enjoying being around children and other people.
- ✓ Enjoying working with others as part of a team.
- ✓ Being a hard worker who puts in maximum effort at all times.
- ✓ Able to follow instructions.
- ✓ Being able to listen to and act on advice and feedback.
- ✓ Able to keep yourself and others safe.
- ✓ Respectful and polite when communicating with others.



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- ✓ Being ready for work on time every day.
- ✓ Come to work with the right clothing, equipment, food and drink for your own welfare.
- ✓ The ability to work independently on simple tasks.
- ✓ Willing to learn.
- ✓ A flexible approach to work and willingness to undertake some evening and weekend work.

## Desirable

- ✓ Being able to learn to drive and/or travel independently.
- ✓ Being able to use a computer to write and design simple resources.

## SUPPORT AND TRAINING OPPORTUNITIES

This placement is part of a national programme - New to Nature - funded by the National Lottery Heritage Fund. This will include additional elements of training and personal development support provided by Groundwork UK and partners, as well as on the job training and support from The Heart of England Forest.

Each young person will complete an in-depth induction programme with input from The Prince Trust, along with tailored advice and guidance from a Groundwork Youth Employment Coach at key points during the placement. This may include identifying skills and training opportunities or help with your CV and job search skills.

The Heart of England Forest will also be providing support for participants, including: on the job training, support from an inhouse Job Coach and Workplace Mentor as required and formal job related training such as First Aid Training.

All young people on the New to Nature programme, will be invited to participate in a learning Network. This will create opportunities to take part in different talks, workshops and discussions focused on the environment sector, hosted by Groundwork and our partners.



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