



South London Botanical Institute (SLBI)
323 Norwood Road
London SE24 9AQ
020 8674 5787
www.slbi.org.uk

Job title: Learning and Communities Lead

Salary: £35,000 (pro rata)

Benefits: Holiday allowance is 33 days including bank holidays (pro-rata). We are also closed between Christmas and New Year for a rest period which is not taken from your annual leave.

Contract Duration: Initially 2 years with intention to extend depending on funding.

Hours: 3 days a week with occasional weekends and evening to be expected. Based on a 35-hour week.

Location: The official workplace is the South London Botanical Institute in Tulse Hill. We will expect the chosen candidate to come into the office on average 1.5 or 2 days a week, as well as for other in-person meetings and workshops off site.

Application deadline: Wednesday 08th May 2023, 11.55pm

Interviews: 20th/21st May 2024

Second Interviews (if required): 28th /30th May 2024

Expected start date: June/July 2024

Contact for enquiries: Sarah Webley (Education and Outreach Coordinator)
sarah.webley@slbi.org.uk

Overview

We are currently seeking a passionate and experienced Learning Officer to lead on the development and manage the delivery of formal and informal learning opportunities at the South London Botanical Institute. The post holder will also contribute to the overall running of the organisation as it goes through a transformation after 4 years of building closure due to COVID and subsidence. As SLBI Child Protection Officer, responsibilities will include managing and completing DBS checks in line with SLBI safeguarding policy.

This role involves working with the Director and others on the team to develop learning opportunities that are appropriate for a range of learners. To be responsible

for and lead on the planning, recruitment, delivery, (on and off site), and administration of SLBI's formal and informal education programmes, including managing independent workshop practitioners and sessional workers. To regularly research and develop new workshops that align with the ethos and approach of the South London Botanical Institute.

About the South London Botanical Institute

The South London Botanical Institute, based in Tulse Hill, promotes and encourages an interest in botany and biodiversity to all ages, backgrounds and levels of expertise. After an extended period of closure, we begin a two-year project of opening our doors to our beautiful botanical garden, library, herbarium, educational and meeting spaces with a new programme of activities.

More details about the role of Learning and Communities Lead

The post is based in Tulse Hill, and while hybrid working can be discussed, the role does require regular, substantial and meaningful in-person periods working at the Institute.

Key Duties

1. Development and Delivery of Education Offerings

- Create engaging and interactive learning experiences that foster curiosity, critical thinking, and environmental consciousness that inspire a love of plants, improve awareness of their significance and explore the histories, stories and knowledge of them from cultures around the world.
- Design, develop, manage and deliver formal plant education programs tailored to school groups, children, and young people, aligning with curriculum standards and educational objectives.
- Organize and facilitate informal education activities, workshops, and events for learners of all ages and levels of expertise, promoting peer learning, botanical knowledge and environmental awareness. - Develop existing and create new learning resources to share with teachers and learners.

2. Collaboration and Partnership Building:

- Establish and maintain partnerships with local schools, educational institutions, community and sectoral organisations, nature practitioners, plant researchers and stakeholders to enhance collaborative opportunities and reach diverse audiences.
- Work closely with educators, teachers, and youth leaders to incorporate botanical education into their programs and curricula.

- Research new ideas for and make connections with potential speakers and workshop leaders and liaise with the SLBI Director to create new programmes and ideas that inspire curiosity around plants and their role in worldmaking.

3. Line Management and Volunteer Coordination:

- Provide leadership and supervision to sessional and project staff, including recruitment, training and professional development.
- Foster a supportive and inclusive team culture, emboldening staff, freelancers and volunteers to contribute effectively to the organization's mission and goals.
- Help recruit for, co-ordinate and supervise volunteer involvement in educational activities, ensuring meaningful engagement and support.
- Act as the SLBI Child Protection Officer and to complete DBS checks in line with SLBI safeguarding policy.

4. Evaluation and Reflection

- Develop evaluation frameworks and methodologies to assess the effectiveness and impact of educational programs and initiatives.
- Collect and analyse qualitative and quantitative data on participant feedback, learning outcomes, and program reach, using insights to inform how the SLBI and our offerings develop.

5. Advocacy and Outreach

- Advocate for social and climate justice through educational programming, raising awareness of environmental issues and promoting actions for positive change.
- Engage with local communities and stakeholders to amplify the organization's mission and cultivate support for its educational initiatives.

6. Ongoing Research in Education and Plant Science:

- Connect with current research and best practices in education, plant science, and related fields, incorporating findings into program development and delivery.
- Collaborate with members of the team and external researchers, educators, and experts to explore innovative approaches to botanical education and environmental literacy.

- Contribute to the development of educational resources, curricula, and materials that integrate scientific knowledge with hands-on learning experiences.

Person Specification

Please use the experience, knowledge, skills and qualities list below as a template for your application. Give specific examples of how you meet any of the criteria. Examples can be from paid or unpaid contexts and your lived experience and could include your passions and interests. **We do not expect anyone to meet every single criterion and encourage you to apply if you think you'd be a good fit for the role and the SLBI.**

Please do get in touch if you have any questions or want more information about the role.

Experience	
Higher degree in education, environmental science, botany, or a related field. Or the equivalent paid/unpaid experience in a related field.	Essential
Minimum of 2 years of experience in educational program development and delivery, preferably in a nonprofit or educational setting.	Essential
Creating safe and caring working practices and leading in safeguarding	Essential
Ability to demonstrate experience working with school groups, children, and young people, designing age-appropriate learning experiences.	Essential
Small event organising experience, including logistics and communications	Desirable
Experience of working in the educational field	Desirable
Comfortable with adaptive programme management approaches, refining or rethinking delivery in response to learning or changes in context.	Desirable
Knowledge and Skills	
Strong knowledge of horticulture, botanical science, or environmental conservation.	Essential
Excellent at both collective and independent working, with a good ability to navigate competing priorities	Essential

Strong understanding of educational principles and pedagogical approaches, with the ability to develop engaging and effective learning materials and activities.	Essential
Effective time management skills and proactive. Good at working in a small team.	Essential
Strong skills in group facilitation and teamwork that bring together people across different ages, genders, racial and class backgrounds	Essential
Excellent written and spoken communication skills, including communicating to connect and motivate different audiences. Proficient with Google Docs and Sheets; Microsoft Word and Excel.	Essential
Managing relationships – ability to build, manage and nurture relationships with senior internal and external stakeholders	Essential
First aid and safeguarding training/certification	Desirable
Familiarity with relevant educational standards and frameworks.	Desirable
Qualities	
Commitment to power with relations and to valuing the non-human	Essential
Championing and emboldening all learners of all levels and ages.	Essential
Commitment to social and climate justice, with a passion for environmental education and community engagement.	Essential
Willingness to commit to learning new knowledge and skills as the role develops	Essential
Flexibility to work off site in other workspaces and locations, and to adapt your work/resources accordingly and appropriately.	Essential

How to apply

Application deadline: Wednesday 08th May 2023, 11.55pm

Please send us:

1. Your CV

2. A 2 page Supporting Statement. Please include:

- How you meet the Person Specification. Please use the Person Specification as a template and give specific examples of how you meet any of the criteria. Examples can be from paid or unpaid experience. We do not expect anyone to meet every single criterion.
- What interests you about this job, how it relates to your experiences and skills and what excites you about doing this work with SLBI?

- What times you are or are not available on the 20th and 21st May (9.30-5.30)

If you would prefer, you are welcome to send us a short video or audio file (no longer than 5-8 minutes) in response to the questions above.

3. To ensure we are doing all we can to encourage applications for people of all backgrounds, we need to collect monitoring data. It would be helpful if you would complete and return the SLBI Equality and Diversity Monitoring Form. Questions are entirely optional, and your answers will be treated confidentially and will in no way affect your application or be used for selection purposes.

To access form use this link: <https://forms.gle/rbpQNLpr9Fh9bKxJ8>

4. Email your application to info@slbi.org.uk. Please use the subject heading: Learning and Communities Lead

If you fancy a chat about the role or have any questions about the South London Botanical Institute in general, you can reach out to Sarah Webley, our Education Co-ordinator, via email on sarah.webley@slbi.org.uk

Accessibility: Please let us know if you have any accessibility requirements which we might need to consider in relation to the selection process, be it application or interview. Any requests will not affect the decision making itself.