

B. The Job

ASSISTANT EDUCATION RANGER (PARTIES)

The Assistant Education Ranger (parties) is responsible to the Senior Education Ranger for all aspects of the planning and delivery of weekend educational events at Parkridge Centre, particularly Parties. Emphasis for all work is on ensuring high quality customer care throughout the Centres' services and facilities. The work includes planning, publicising and delivery of events, and organising staff and volunteers for these events. The Weekend Party Organiser is for 15 hours per week, the hours comprise of Saturday and Sunday occasional weekdays. The vacancy will be based at Parkridge Centre, Brueton Park, Solihull B91 3HW. Salary for this position is £8.24 per hour. There will be occasional work in a supporting role required by the wider Learn and Discover team at both at Brandon Marsh Nature Centre and Parkridge Centre

C. Responsibilities

PLANNING AND DELIVERY OF EVENTS

- Ensure that all weekend events are planned, publicised and delivered.
- To actively publicise and develop weekend provision.
- Support the delivery of other educational activities.
- Promote the benefits of membership of the Trust to non-member visitors.
- Handle all enquiries from the general public in a polite and efficient manner.

ORGANISING OF VOLUNTEERS

- Seek to recruit new volunteers for all weekend functional areas of the centre.
- Assist in the organisation of weekend and Bank Holiday volunteer cover.
- Support existing volunteers through regular liaison.

OTHER DUTIES

- To support other Trust staff with planning, organisation and delivery of major events including Bank holiday activities when required
- To assist others when necessary in order to provide a quality service for our customers.
- To offer support, advice and help in all aspects of the centres development.

PRIORITIES

- Decide on priorities for action in collaboration with the Education Manager and other Education staff.
- Positively delegate specific tasks to other staff, trainees and volunteers, as appropriate.
- In all aspects of this work a friendly and positive manner is essential.
- Promoting the 'Learn and Discover' brand