



Job Description

Vision – The world our organisation wants to see

A world where people have the opportunities and support, they need to grow positive, sustainable futures.

Purpose – The part we will play in making our vision happen

To provide a unique rural setting where people can feel safe and be supported to develop the skills, they need to fulfil their potential, free from the distractions of everyday life.

At Wiston Lodge we invest in our place and our people. We know that our overall success is a combined effort, and we therefore strive to provide opportunities for our employees to learn, grow and thrive.”

We like to do things a bit differently, there is no traditional hierarchy. We work in self-sufficient teams that set their own work plans, support and learn from each other.

Role: Project Coordinator (Path of the Little People)

Grade: £21,000

Hours: 35 hours, predominantly between the hours of 9 and 5 over 5 days. Some evening and weekend flexibility will be required. Time off in lieu of overtime.

Duration: July 2023 to June 2026 (3-year fixed term)

Benefits: 25 days annual leave and 10 public holidays, Pension.

Line manager: Development Officer (Projects)

Location: Wiston Lodge, Wiston, nr Biggar, South Lanarkshire, ML12 6HT

Outreach in wider community i.e schools and youth groups (travel reimbursed)

Responsibilities

1. Project development and delivery

1.1 Assist the Development Officer (Projects and Facilities) in the development of Path of the Little People.

1.2 Deliver activities and educational programmes on the Path of the Little People with groups of children of school and preschool years.

1.3 Tailor activities to fit the needs of groups whilst tying into the Curriculum for Excellence, ensuring inclusion and diversity.

1.4 Produce educational activity plans for each of the project themes: History, Music, Nature/Environmental and Renewable Energy.

1.5 Conduct outreach to target groups and schools regarding the services provided by the interpretative trail.

1.6 Initial engagement will be with individuals at their own base prior to their visit to Wiston Lodge. Use 'inspiration kits' to show-case the project themes, to spark imagination.

1.7 Build relationships with schools and groups so they are familiar with key staff and the types of activities they are likely to undertake on the path.

1.8 Return to schools and bases post project involvement to assess the impact of activities and to see the learning process extended through the use of 'tool kits' for teachers.

1.9 Continually develop and review programmes with instructors, children and teachers.

2.Promotion and Events

2.1 Visit schools and early years providers to promote the POLP

2.2 Organise events on the Path, for schools and early years. e.g. Fairy Trail, Storytelling event, Teddy Bears Picnic, Alice in Wonderland.

2.3 Plan community events on the POLP, these will include seasonal events like Halloween and Easter and themed events using the resources of the path to further education e.g Science, Storytelling, reading, Music, Renewables, climate action, forest skills and nature connections, history and creative arts.

2.4 Assist in the extension of the path and the inclusion of new features, e.g bird hide and renewables area, fairy village and trail, treehouse or fortContinually develop and review programmes with instructors, children and teachers.

3. Health and Safety

Adhere to WL Health and Safety policy and procedures and check structures and features on the Path regularly.

Organise relevant training for volunteers, staff and group leaders to enable self-led use of the POLP.

4.Teamworking

Work with wider team to provide resources that are well maintained and safe and to deliver community events, encouraging partnership working.

Assist the team leader (projects) to secure additional funding for the development of the POLP and other relevant projects.

Assist the Team leader (Projects) to devise and deliver new educational projects and programmes.