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Application Package

Project: WILD C.I.C.

Lead Environmental Education Officer





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Role Summary

Job Title: Lead Environmental Education Officer

Reports To: Operations Manager

Direct Reports: Environmental Education Facilitator(s)

Location: Main office in Riccall (YO196PW), operating across Yorkshire

Position Type: Full time, 6-month contract initially with potential to extend.

Salary: £27,500 - £33,000 depending on experience and qualifications.

Ideal Start Date: 5th October 2026

Our Purpose:

- **Mission:** At Project: WILD C.I.C., we help people build real, lasting connections with the nature on their doorstep, inspiring wonder, fostering wellbeing, and providing the skills and knowledge to empower individuals and communities to actively care for the natural world.
- **Vision:** We see a future where every child grows up with curiosity and a deep appreciation of our natural world and where the strengthened bond between people and nature enable both to thrive.

Purpose of the Role:

As the Lead Environmental Education Officer, you will lead the design, quality assurance, and operational execution of our environmental education programmes. You will ensure all content is age appropriate, risk-assessed, engaging, and achieves key programme outcomes as you oversee educational initiatives such as Schools Go WILD, the Environmental Leadership Programme, and Eco-Skills Training. Within your role you will also be providing direct oversight and mentorship to Environmental Education Facilitators.

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Key Responsibilities

- **Programme & Activity Design:** Co-plan programmes with the Operations Manager and take full responsibility for planning and designing environmental education activities and sessions for those programmes.
- **Session Delivery:** Deliver environmental education sessions to a variety of different age groups and ability levels.
- **Documentation & Risk Management:** Ensure rigorous documentation, including comprehensive session plans, equipment lists, and risk assessments prepared sufficiently in advance of sessions commencing.
- **Leadership & Continuous Improvement:** Manage and train Environmental Education Facilitators on programme content and delivery, reviewing and incorporating feedback regularly to ensure high-quality sessions.
- **Team Collaboration:** Work closely with the Programme Coordinator, Operations Manager, and Animal Care Coordinator to integrate engaging educational elements safely and effectively.

Key Performance Indicators

Role performance will be measured against these KPI's (specifics to be set with the successful candidate)

- **Quality of Feedback:** E.g. consistently achieving positive, high-scored feedback on the suitability and relevance of sessions.
- **Operational Readiness:** E.g. Delivering risk assessments and session plans to operational manager and facilitators sufficiently ahead of scheduled sessions.
- **Programme Outcome Performance:** E.g. Maintaining and meeting minimum target figures for outcomes and educational milestones of participants.

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Person Specification

Requirement	Essential	Desirable
Experience & Education	• Education/Teaching qualification (to at least Lv 3). • Proven background in a training or education environment.	• Higher education in a relevant field (e.g. Ecology or Environmental Science) • Practical professional experience in ecology or environmental education. • Familiarity working with animals (including reptiles and invertebrates).
Knowledge & Skills	• Strong planning, documentation, and risk management skills. • Solid understanding of ecological and environmental principles.	• Wildlife ID skills relevant to Yorkshire.
Values & Attributes	• A deep, active respect for nature aligning with Project: WILD's mission. • Highly organised and self-motivated.	• Advocate for community led environmental programmes and hands on education.
Compliance & Logistics	• Safeguarding training certificate*; risk assessment/management training certificate*; first aid certificate*. • Possess a full UK driving licence and access to a vehicle with class 1 business insurance.**	

*Note: If your certificates are out of date, Project: WILD will fund and provide this training for the successful candidate.

**Note: If successful, we can cover the cost of adding class 1 business insurance to your policy if required and repay business mileage at standard rates (currently 55p/mile).

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To Apply

Application Deadline: 20th September 2026

Contact: Nick Atherton, Managing Director - natherton@projectwildcic.com

Please provide:

1. Your CV
2. A cover letter* of no more than 2 sides of A4, single spaced, size 11 Arial Font, to demonstrate your alignment with the criteria as set out in the person specification. Your cover letter should also answer the following questions:
 - Tell us about your experience designing structured education or training programmes. How do you ensure your session plans and risk assessments are suitable and ready in sufficient time?
 - What is/would be your approach to translating complex ecological principles into accessible and measurable learning objectives and activities for diverse groups?

If you would prefer to submit your answers to these questions in **a video or audio format please email the file with your CV in place of the cover letter and ensure the file is not more than 3 minutes long.*

Next Steps:

You will receive acknowledgement within 5 days of receipt of your application. After the deadline, we will review all applications, and you will be notified of the outcome. If successful at this stage, we will arrange a short introductory call and then you may be invited to a formal interview. We may make the final decision at this stage but if we are unable to choose a candidate, we may also have a situational interview to help us make a final decision.

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Our Core Values:

- **Cultivate Connection (Lead with Heart):** We teach with enthusiasm, compassion, and patience because we believe everyone deserves the chance to connect with nature.
- **Clear the Path (Remove Barriers):** We are inherently inclusive. We arrive prepared, we adapt, and we make nature accessible to all.
- **Find the Way (Solutions Oriented):** We are naturally flexible and resilient. We don't just identify challenges; we overcome them.
- **Radiate and Flourish (Work with Joy):** We bring energy to everything we do, finding genuine joy in our work and sharing that spark with others so that we all can thrive.
- **Nurture Growth (Empower Potential):** We believe everyone has a role to play. We value every voice on our team and help every participant realise their own potential.
- **Strongly Rooted (Evidence-led):** Our work is built on evidence. We design programmes based on genuine need, employ continuous improvement and teach with credible expertise.
- **Branching Network (Better Together):** We strive to create new connections within the communities we work in, establishing sustainable foundations that allow nature and people to thrive.