

## Job Description

**Job Title:** Training and Development Officer

**Location:** Home-based, covering the South

**Salary:** £26,000 (pro-rata), you'd get £15,600 (gross)

**Hours:** 29.6 hours to be worked flexibly over 4 days

**Contract:** fixed-term to end of March 2028, Term Time Only

### About us:

Learning through Landscapes is the UK's leading school grounds charity, dedicated to enhancing outdoor learning and play for all. Our vision is a society where the benefits of regular time outdoors are valued and appreciated, and outdoor learning, play and connection with nature is recognised as a fundamental part of education, at every stage, for every child and young person.

We have unrivalled expertise based on three decades of experience, practical action and research. With offices in England and Scotland and staff based across the UK, our team and our accredited network of outdoor learning experts have the capacity to work nationally and internationally. Click [HERE](#) for more information.

### What you'll be doing:

As a Training and Development Officer, you will be working directly with teachers and other education staff supporting their journeys in taking curriculum learning and play outside and to utilise their school grounds. You will deliver LtL's training and projects within diverse communities across a significant geographical area. This role is part of our exciting new climate change education initiative. **It is essential that you are able and willing to travel the South and throughout the UK, including overnight.** For more details of the role see the Key Responsibilities document.

### What you'll need:

- Experience of delivering projects with diverse communities
- Experience of training and advising educational staff in primary or secondary schools.
- Experience of delivering outdoor nature-based and curriculum linked learning activities
- A passion for nature
- Experience of producing written materials; educational resources, reports, and similar project related communications
- Competent IT skills (particularly Microsoft Office, Teams and Outlook)
- Excellent planning and organisational skills with the ability to manage and deliver a varied workload
- Excellent problem-solving skills and ability to find creative solutions
- Good interpersonal skills

- An understanding of the role safeguarding plays in education
- Ability to work from home or suitable office-type venue

***If you don't have all of the above but feel it could be the role for you, talk to us!***

**What we offer:**

- Flexible working
- Holiday, 28 days + bank holidays + a "birthday gift" day
- Laptop, phone and all travel & subsistence expenses
- Family & carer friendly policies
- Annual training package including: LtL Professional Accreditation in Outdoor Learning and Play, LtL Climate School 180 Network Training package
- Sick pay
- Pension scheme – 5% employer contribution
- Subsidised Christmas meal
- A supportive and welcoming team of colleagues, including our 20+ Delivery Team members.

We're an equal opportunities employer. All suitable applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are actively seeking to increase diversity within our workforce and are committed to recruiting the best people on the objective basis of their skills, ability and experience. We offer a guaranteed interview to eligible applicants who choose to opt-in to the scheme and can demonstrate that they have at least 6 out of the 11 from the "what you need" list. To be eligible to apply via the Guaranteed Interview Scheme, you must be from an ethnic minority. **Please state clearly in your covering letter if you are applying under the Guaranteed Interview Scheme.**

We are happy to support with any reasonable adjustments that are needed within the recruitment process.

If you would like an informal chat about the role, please contact the HR Manager, Sarah Knott on 07557 028600 or email [sknott@ltl.org.uk](mailto:sknott@ltl.org.uk).

**To apply:** Please send the following by email to [recruitment@ltl.org.uk](mailto:recruitment@ltl.org.uk)

- Your CV
- A covering letter explaining in no more than one side of A4, your interest in the role and the skills and knowledge you have that make you an ideal candidate
- Contact details (including email address and phone number) of two referees, one of whom should be your most recent employer.

### **The recruitment process:**

The deadline for applications is **9 am on Monday 12<sup>h</sup> May 2025.**

**If you have not heard from us by 5 pm on Tuesday 13<sup>th</sup> May 2025, you have not been shortlisted.**

Shortlisted candidates will be invited to interview (either via TEAMS or at a venue in the South - TBC) **on Tuesday 20<sup>th</sup> May 2025.**

**Candidates will be informed of the outcome of the interviews by Thursday 22<sup>nd</sup> May 2025.**