



GOODWOOD

The Role

The **Education Officer** will run the Goodwood Education Trust, operating as part of the Estate team and report to the CEO of Goodwood as well as to the Trustees through the Steering group.

About us

The West Sussex Countryside Studies Trust was established by the 10th Duke of Richmond in 1976 in partnership with WSCC and local landowners to promote understanding of the countryside. Since 2004 it has been funded principally by the Goodwood Estate and in 2016 the name was changed to the Goodwood Education Trust (GET).

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world's leading luxury experience.**”

Our Values

The Real Thing

Always inspired by Goodwood's heritage

Derring-Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things *even* better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

From pre-school to post-graduates, Goodwood provides educational visits for groups of all ages. The Education Officer will be responsible for ensuring the objectives of the Goodwood Education Trust are fulfilled, through developing and promoting the outdoor learning opportunities across the Estate.

The successful candidate will facilitate learning about the countryside and environment, through delivering high quality workshops and residential visits for school groups and colleges, specifically in relation to the farming at Home Farm, the woodland at Seeley Copse and occasionally other areas of the Estate. This will also include organising events for the general public, and the sharing of facilities to enable others to operate educational activities on the Estate.

All visits will be coordinated and usually lead by the Education Officer, assisted by Education Guides and Estate staff as appropriate.

Key responsibilities

- Actively encourage children and young people to learn from the land through hands-on outdoor learning opportunities on the Estate, by marketing and promoting the work of the trust
- Plan and co-ordinate fun and engaging school visits; follow up initial enquiries; liaise with teachers pre-visit to agree objectives and schedule; provide information to schools; book education guides as required; invoice schools and process payments; and collect evaluations post event
- Devise education activities, tailoring visits to the requirements of each group; acquisition of equipment and resources; preparation of facilities and materials/ consumables before each visit; and cleaning and clearing post visit
- To ensure all outdoor learning activities are adequately staffed; provide guide training; and maintain up to date information
- Deliver best practise health and safety management; liaise with farm, forestry and estate staff to ensure the safety of public and staff and the quality of experiences offered
- Lead groups around the site, direct activities, keep groups safe; provide accurate information pitched correctly for the age/ability of the group (from pre-school to post-graduates)
- Organise public events such as farm open days and walks; and maintain the booking system for 'forest school' activities led by Estate staff
- Plan and co-ordinate seminars as part of Festival of Speed; book speakers; contact and allocate school places; ensure facilities, ticket orders and hospitality are in place
- Ensure all charity requirements are fulfilled including administration, submitting the annual report to the Charity Commission, monitoring governance
- Keep accounts, prepare budget and provide all necessary papers for audit
- Attend departmental meetings
- To work with the Guides to effectively market and promote outdoor education and the use of the Goodwood Estate

Qualities you will possess

- Passion for what you do
- Positive and friendly with a "can do attitude"
- Attention to detail
- Ability to prioritise and organise
- Proactive
- Take responsibility for yourself
- Team work
- Confident to make decisions and to stand by them
- Good negotiation and influencing skills
- Excellent communicator
- A sense of fun
- Flexible (in response to change of plans/routes due to late arrivals, etc)
- Self- motivation, hard worker
- Creative

What do you need to be successful?

- Knowledge of the outdoor learning industry and experience in developing and delivering education programmes
- Must have a special interest in farming and the environment, specifically organic farming and be prepared to learn about the processes involved

- Relevant degree or equivalent experience
- Outdoor first aid certificate
- Ability to connect with people of all ages, backgrounds and interests; and in particular ability to engage with children and young people
- Must be computer literate, with experience of using databases and booking systems a bonus
- Social media savvy to help market the Goodwood Education Trust
- Ability to produce risk assessments and safety procedure documents
- Opportunity to drive minibus / tractor – training provided
- Must enjoy the outdoors, be physically active and be able to work in inclement weather
- Good understanding of Health and Safety at Work regulations and all related legislation
- Ability to work without close supervision and liaise with key stakeholders throughout the Estate
- Ability to pitch the guide information at the right level and pace
- Can demonstrate the ability to memorise facts and information
- Valid driving licence essential and own reliable transport due to location
- Willing to have advanced background checks carried out