

Job Description

LOCATION	NI Wide
JOB TITLE	Nature Ranger Club Development Officer
SALARY	£25,119 per annum pro rata
SALARY SCALE	£24,294 - £25,979 Point 9 National Joint Council for Local Government Services Pay scales 2024/25
RESPONSIBLE TO	Forest School Development Manager
HOLIDAY ENTITLEMENT	28 days pro rata
HOURS	12 hours per week. Flexible working. Some afternoon work will be required most weeks to support Nature Ranger Clubs. School term time only
LENGTH OF SERVICE	Permanent position (6 months' probation period)
MAIN PURPOSE OF THE JOB	To be responsible for developing and supporting the NIFSA Nature Ranger Club programme.

This is a fantastic opportunity to become employed with a dynamic and progressive national charity.

The post-holder will be responsible for supporting and developing the NIFSA Nature Ranger Club after-school programme. See flipbook for more information:- [Becoming a Nature Ranger Club flipbook • Forest Schools in Northern Ireland](#)

This is a permanent position. It is dependent on funds being secured annually to maintain this position.

Main Functions – Nature Ranger Club Development Officer

1. To support existing Nature Ranger Clubs.
2. To promote Nature Ranger Clubs to existing NIFSA Forest Schools.
3. To support the establishment of new Nature Ranger Clubs.
4. To deliver regular Zoom sessions to Nature Ranger Clubs (one a term).

5. To develop resources to support Nature Ranger Clubs.
6. To carry out day to day administration, booking system, delivering resources and equipment.
7. To be responsible for the day-to-day financial administration and monitoring requirements where appropriate.
8. To work within an agreed budget.
9. To ensure that all legal and statutory requirements are implemented and provide reports as required.
10. To attend meetings/training as appropriate and keep up to date with current developments and practice.
11. To carry out all responsibilities and activities within an equal opportunities' framework.
12. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the setting as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Job Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>A minimum of 2 years' experience of working with children.</p> <p>Organising and running environmental school's programmes.</p>	<p>Experience of working with/in a nursery/school environment.</p> <p>Good working knowledge of the environment and conservation.</p>	Application form/interview
Education and Training	First Aid Qualification.	Health & Safety training	Application form/interview

	Willingness to undertake child protection training	<ul style="list-style-type: none"> • Evidence of Child Protection training • Forest School Level 3 Award (training will be provided and it would be expected the successful applicant should achieve the Award within 6 months of appointment) 	
Special knowledge and skills	<p>Have an excellent working knowledge of the Forest School communities in the UK and Ireland.</p> <p>Ability to support teachers leading a group of children outside in all weathers.</p> <p>Good communication skills.</p> <p>Tact and diplomacy skills.</p> <p>Conflict resolution abilities</p>		Application form/interview/ references
Any additional factors	<p>Ability to show initiative, be self-motivated and enthusiastic.</p> <p>Patient, tolerant and friendly approach.</p> <p>Enhanced AccessNI (after appointment).</p> <p>Full Driving Licence and access to transport to visit schools. Mileage allowance is provided.</p> <p>Displays an awareness,</p>		Application Form/Interview/ references

	understanding and commitment to the protection and safeguarding of children and young people.		
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Please complete the accompanying application form and email to Caoimhe Sutor at caoimhe@learningwithoutwalls.net before 12 noon 12th July 2025.