

Airfield Education Guide (Part – Time, Fixed Term)

Closing Date for Applications: 10th February 2017

Email CV and Cover Letter to: aine@airfield.ie

Reports to: Education Administrator

Location: Airfield Estate, Dublin

Job Type: Education Guide (Part time, Fixed Term contract March to July 2017)

JOB SUMMARY

To have responsibility for delivering education workshops, programme and events, and ensuring a positive visitor experience.

BACKGROUND

Airfield is a 38 acre working educational farm and gardens located in Dundrum, Dublin 14. We provide a wide range of programmes and activities that aim to promote an understanding of agriculture, horticulture and the link between farming and food production. Our working farm is open to the public 7 days a week; and we run a number of experiential education programmes for schools and visitors concentrating on farming, gardening and the natural world.

Our aim is to inspire people to connect with farming and gardening and we are looking for a passionate, energetic people who will aim to develop our gardens and our programme of events.

The Education Team will be responsible for the creation and implementation of education workshops, programmes, camps and events for individuals, school visits, and third level interactions as well as public and adult courses.

This will be achieved through working with staff; volunteers and resources and ensuring that we meet our goal of 90% occupancy of the education programmes within the assigned budgets. Another key part of this role is building our reputation as a centre of excellence for interactive, life-long learning.

MAIN RESPONSIBILITIES

- Lead education workshops, camps, programmes and courses as required.
- Track and be responsible for resources and equipment used during activities throughout the diverse range of courses and programmes offered at Airfield
- Work with the Education Administrator to ensure a high and consistent quality of workshops, camps and events are being offered.
- Participate in the development of new programmes that utilise the resources of Airfield
- Promote a high standard of education, utilising an open and honest approach to information dissemination across the various areas of Airfield.

- Prepare the classrooms and event spaces daily (in conjunction with other education guides) for groups arriving. Ensuring the equipment is in full working order for the day ahead.
- Contribute proactively to Airfield and its education programmes.
- Weekend work and evening work as may be required from time to time by your Manager.
- Perform any additional duties that may be assigned by your Manager or as needed in other areas of Airfield as this role evolves.

PERSON SPECIFICATION Likely Qualifications, Knowledge & Experience

- Qualification in ecology, zoology, botany, geography or agriculture;
 - Preferably experience in teaching outdoors
 - Proven track record in an educational environment;
 - Team builder with excellent communication skills across age-groups from Pre-school to third level students and adults;
 - Good knowledge of food, farming, gardening and nature;
 - Excellent time management;
 - Motivated, self-starter.
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- Team player who values integrity, inclusiveness, respect and sustainability
 - Dynamic – ability to bring energy to the organisation
 - Interpersonal skills
 - Ability to self-motivate in a fast moving, changing and challenging business organisation
 - Excellent written and verbal communication skills
 - Ability to interface effectively with all levels throughout the Organisation and its stakeholders
 - Personal impact (e.g. high personal credibility, influencing skills, tough minded, networking, advocacy, etc.).
 - Detail oriented
 - Ability to prioritise and meet deadlines
 - An empathy with the outdoors