



Role Profile

Job Title	Schools & Families Officer
Position	Permanent
Salary	£25,000 - £28,000 per annum (FTE rate) Actual £20,000-£22,400
Hours	28 hours per week, 4 days a week 0.8 FTE (includes regular Sundays)
Holidays	20 days plus 7 bank holidays
Manager	Head of Learning & Public Engagement
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

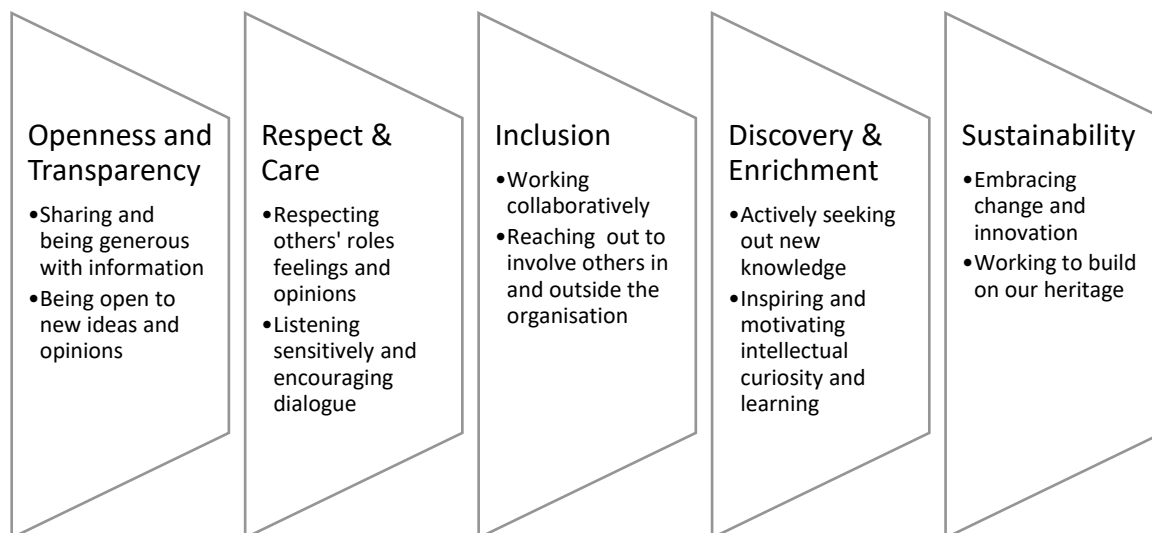
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

At Chelsea Physic Garden we connect people with the power of plants. The Schools & Families Officer plays a key role in the continued growth and execution of Chelsea Physic Garden's Schools and Family programme. The post holder will collaborate with teachers, schools, home-educators, colleges, universities, and community groups to deliver a broad range of engaging, high-quality learning experiences designed to inspire and connect visitors of all ages and backgrounds. This role involves engaging audiences both on-site and online, creating digital classroom resources to expand our reach and impact, and fostering meaningful connections with diverse learners from various socio-demographic groups. They will be responsible for booking in schools, invoicing and scheduling the delivery of both the schools and family programmes.

With the support of our Learning freelance team, the postholder will be required to meet annual income and targets for the number of learners engaged with, and activities delivered by, or on behalf of the Garden. Our engagement programmes complement the National Curriculum, UN Sustainable Development Goals and our organisational mission to demonstrate the medicinal, economic, cultural and environmental importance of plants to the well-being of humankind.

Working with the Public Programme Manager, the postholder will devise and ensure the delivery of our programme aimed at family audiences. Building on the success of our annual programmes including the Chelsea Heritage Festival open weekend, the post holder will look at seasonal opportunities to maximise audience engagement to better serve our community.

The Schools & Families Officer reports to the Head of Learning & Public Engagement. They will be responsible for supervising volunteers and freelance educators who undertake some direct delivery and for working with other members of staff within the Garden to achieve their objectives.

5. Key areas of responsibility

5.1 Direct Delivery

The Schools and Families programme at the Garden engages over 7,000 learners each year, some of whom participate in self-guided activities. The post holder will be responsible for preparing and directly delivering engaging, cross-curricular sessions and workshops for all learners at the Garden, creating lesson plans for each programme or activity. They will also ensure that feedback collected throughout the year is carefully evaluated, proposing and implementing any necessary reviews or adjustments to the programme.

The post holder will lead a review of the school programmes offered at the Garden, with the aim of enhancing the range of core workshops available for Key Stages 1–5.

They will maintain up-to-date knowledge of plant science, outdoor learning practices, and developments in the National Curriculum. The post holder will also stay current with emerging trends in education, championing best practices across the department and the wider Garden, and adapting the learning provision accordingly.

5.2 Family Programming:

The postholder will support the development of a dynamic and engaging annual programme of Family activity that broadens the Garden's reach and engages a wide range of audiences.

Alongside activities, the post-holder also creates self-led trails for families to enjoy a visit to the Garden. They will ensure the delivery of these activities, either directly and with the support of volunteers and freelance educators.

To support these activities, the post holder will be responsible for sourcing, ordering, delegated budget management and managing resources. Activities are delivered in a way that minimises the production waste, such as our Broom Stick workshops. The programme of family activities runs over the course of the year, with an ambition to develop more activities celebrating cultural events across the year.

5.3 Operational Management:

The postholder will oversee the administration of learning bookings, briefing other staff and volunteers as necessary to ensure that groups are booked, invoices raised and paid, and details of the booking passed to relevant departments. They will support the monitoring of delegated income and expenditure budgets.

They will seek feedback, evaluate and report on the outcome of all programmes, reviewing and revising them in the light of feedback received.

The post holder will assist in the production of various collateral, including publications (e.g. self-guided trails, a teachers' newsletter, interpretive displays, and creative projects), using both print and digital methods to support teachers and students in exploring the Garden's plant collections and history. This will include developing activities for use before, during, and after a learning visit. They will also create digital resources, such as pre- and post-visit content, to further enrich the

Schools and Families programme and enhance experiential learning for users. Additionally, the post holder will propose and develop content for the department's web presence to engage our online audience.

5.4 Health & Safety, Fire and Security:

The postholder will work in accordance with health and safety legislation including risk assessing learning activities. They will be responsible for providing information to schools and visiting groups as required to meet their requirements.

The postholder will ensure that their own working practices and those of volunteers being supervised have due regard to their safety and security, in particular regarding lone working and working with children and adults-at-risk.

They will ensure that volunteers are made aware of policies and procedures and support them by communicating changes in legislation or practice that gives them confidence in their role and also to service users. They will ensure that working practices promote and protect the Garden's resources in connection with fire, safety and the security of buildings and equipment.

5.5 Safeguarding:

The post holder will maintain a thorough and up-to-date understanding of current safeguarding legislation and its application to the Garden's activities, both on and off-site. To support this, they will complete Level 2 Safeguarding training. Safeguarding is a priority in all activities and programmes at the Garden. The post holder will ensure that relevant information is collected, records are properly maintained, and information is shared appropriately. They will also ensure that safeguarding is fully considered in the development of health and safety policies and risk assessments.

5.6 Departmental Support:

As part of a small and dynamic Learning Department, the post holder engages with wider strategic discussions about the wider programme of activities delivered by the department.

They will support the annual review of the Learning Strategy and Plan and ensure that aspects of this for which the role is responsible have been delivered, reviewed and evaluated. At times they will be asked for reports by the Head of Learning & Public Engagement. As some aspects of the Learning & Public Engagement department at Chelsea Physic Garden are supported by external funders, the postholder may be asked for information and insight, to support both the compilation of applications for funding, and to ensure funders' objectives are satisfied as necessary.

6. Person Specification

Knowledge Skills and Experience	Essential/ Desirable
Proven experience delivering outdoor environmental education to EYFS, primary, and secondary students	E
Ability to communicate complex information effectively for a range of audiences and learning styles	E
Confidence in communicating with wide professional networks from representatives from our partner schools to community group leads, the CPG Youth Panel, and colleagues	E
Ability to write, produce and distribute lesson plans, newsletters, reports	E
Ability to manage and analyse data for evaluation purposes	E
IT skills to update databases and contribute to the website and digital learning resources.	E
Good interpersonal skills and the ability to work in a team.	E
Demonstrable knowledge of gardening or horticulture.	E
Good understanding of plant science, natural history, conservation, the climate crisis and ecology.	E
An understanding of working in the charitable sector with limited resources and able to take a collaborative approach to deliver excellence in learning programmes.	D
An interest in working sustainably during the Climate Crisis	E

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	2
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	1
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	2
4	Communication	Communicating with colleagues, visitors and stakeholders	2
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	3
6	Delivering Results	Organising and managing the work to deliver results	2

7	Using and Managing Resources	Using resources cost effectively	2
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	3

8. Terms and Conditions

This is an established part-time post working an average of 28 hours per week (normally over 4 days per week). By the nature of the role regular weekend and occasional evening and bank holiday working will be required for which time off in lieu is given.

On successful completion of probationary period, the Company operates a contributory pension scheme, currently 6% employer, 3% employee through salary exchange, further details of which will be provided on request.

Application Details:

Please apply using the [Application Form](#) available to download on our website:

<https://www.chelseaphysicgarden.co.uk/about/vacancies/>

Application and Equal Opportunities Forms must be sent by midnight on Sunday 23 February 2025 to jobs@chelseaphysicgarden.co.uk

Interviews will be held on Monday 3 March 2025 at Chelsea Physic Garden