



TrinityLearning

The Conduit Centre, Conduit Road, Abingdon OX14 1DB

Website: <https://trinitylearning.org.uk/>

Charity Number 1182742

JOB DESCRIPTION

- Job Title:** Education Development Officer, Trinity Learning
- Employed by** The Trustees of Trinity Learning
- Location:** Based at TrinityLearning's office in Conduit Road, with some working outside the office to deliver projects, talks etc. The office is currently upstairs but could be relocated within the building if necessary.
- Responsible to:** Chair of TrinityLearning Trustees
- Purpose and Objectives:** To lead and further develop the work of TrinityLearning in collaboration with the small staff team and volunteers, in partnership with the Trustees.

What is TrinityLearning and what does TrinityLearning do?

TrinityLearning is a small charity which has grown out of a church project based at Trinity Church in Abingdon. We believe that every child deserves a calm, positive start in life.

TrinityLearning works with volunteers to help to relieve the pressures on busy schools, using specially tailored activities and resources. Our work includes:

- *Experience Easter* – a series of reflective workshops, delivered in church or on-line, to allow Key Stage 2 children to access the Easter Story in a meaningful way, and to explore their own emotions
- *Thinking Books* - Trained volunteers mentor young children through shared reading and discussion of books
- *Toolkit for Happiness* – workshops to help children develop strategies they can use to bolster their happiness
- *Make a Difference Week* – training and supporting sixth formers in a local school to deliver wellbeing workshops to younger pupils
- *Bereavement Packs* – resources for adults to support children who have been recently bereaved
- *Kingfisher Singing Group* - a small group of volunteers who regularly visit this school for children with special needs to sing with some of the younger children
- *School Sensory Gardens* – TrinityLearning have helped three local primary schools to maintain and renovate their gardens, making them places of refreshment for both children and staff

Further information about TrinityLearning is available at <https://trinitylearning.org.uk/>

Main Responsibilities of the Education Development Officer

Leadership

- Providing leadership and support for TrinityLearning's client schools, staff and volunteers
- Continuing TrinityLearning's programme of projects and activities, which are aimed at improving the Quality of Life in local mainstream and special needs schools
- Developing new projects as appropriate, in collaboration with schools, volunteers and TrinityLearning staff, to meet schools' needs
- Working closely with school staff to help build resilience within their communities
- Providing publicity and reports for TrinityLearning Trustees, churches, volunteers, local schools and funders
- Promoting and representing TrinityLearning, its work and vision, in the local area through presentations, newsletters, speaking engagements etc
- Recruiting, training and supporting volunteers
- Ensuring the charity's effectiveness by regularly evaluating its work, in discussion with TrinityLearning staff, schools and volunteers
- Working with the Trustees to identify and procure funding to help ensure the financial sustainability of TrinityLearning
- Working with the Trustees to ensure TrinityLearning meets its statutory requirements
- Attending regular meetings of the TrinityLearning Trustees

Staff support

- Managing the Workshop Leader and the Administrative Assistant and ensuring they are supported in their work
- Appraising and developing these TrinityLearning staff members

Safeguarding

- Fulfilling the role of Designated Safeguarding Lead for TrinityLearning
- Undertaking Oxfordshire Safeguarding Children Partnership Designated Safeguarding Lead Training every two years, and additional training as required.
- Ensuring that Safeguarding Procedures are clear, widely known and followed by both staff and volunteers.

Other

- Any other duties and responsibilities identified by the Trustees that are within the Educational Development Officer's capabilities and level of responsibility, in order to meet the needs of Trinity Learning.

Terms and conditions

- Terms of appointment: 0.4 FTE. This is a **2-year fixed term appointment**, with the possibility of extension subject to funding.
- Salary: £33,000 pro rata per annum (equates to £13,200)
- Normal working pattern: 14 hours per week
- 78.5 hours statutory annual leave entitlement per year
- Pension provision will be made according to statutory requirements
- Agreed expenses will be reimbursed and a budget kept for on-going training.
- Appointment will be subject to:
 - a satisfactory Enhanced DBS disclosure
 - satisfactory evidence of the right to work in the UK
 - satisfactory experience and references
 - the satisfactory completion of a six-month probationary period,
 - based on regular reviews