



## Education Centre Co-ordinator Person Specification

Requirement	Essential	Desirable
Education, training and qualifications		Degree or Equivalent level qualification. Teaching or youth work qualification
Experience	Experience of working with children.  Experience of administration in an office environment.	Experience of working with children in a teaching capacity.  Experience of working with children or adults with disabilities.
Skills and knowledge	IT literate, including using social media  Excellent communication skills both written and verbal  Strong organisational and planning skills	
Personal attributes	Ability to prioritise workload.  Flexible, adaptable and able to respond to sudden changes  Passion for and commitment to ecology and outdoor learning.	
Other requirements	Available to be flexible with working days and times.	