



Rickmansworth Waterways Trust
Education Programme Manager – Job
Description

Document Number S05

Date Reviewed and Approved by the Trustees – February 2021



ROLE

- To ensure the smooth running of the Trust's Education Programmes.
- To provide a single point of contact for the Trust's Education Programmes. This will involve dealing with incoming calls, emails, post and people in person.
- To ensure that the Trust's Education assets are in good condition and arrange for appropriate maintenance to take place when required.
- To encourage, manage, recruit and develop existing and new volunteers to the Trust Education Programmes.
- To record activity and prepare and present reports to the Trustee Board as requested. To attend Trustees meetings.
- To respond to emergencies and, where appropriate, report back to the Chair of Trustees or other Board member.
- To develop and foster external relationships with organisations having a role or influence on the Trust's Education Programmes.

PRINCIPAL DUTIES

Learning at the Lock is the principal educational output of the Trust, and has the highest priority. It will be delivered in one school day (in outline, 0930 to 1430) to parties of 30 children in Key Stages 1 and 2, supported by at least 3 of their own staff or supporters. More children may be accommodated at the Education Manager's discretion, within the capacity of the available volunteer resources and the licensed capacity of the boat used for the waterborne period.

The programme is aimed to be delivered to a target number of groups of 30 primary school and similar age children. As a possibility the Education Manager should seek to extend this number to 45, but it is not encouraged to exceed this number. In addition, a modified version of the programme may be delivered to other groups at the Manager's discretion.

This role requires the Education Manager to have a current Disclosure and Barring Services check and hold a first-aid certificate appropriate to the presence of young children near water.

Responsibilities:

- Lead the programme, recruiting, sustaining and organising the volunteers.
- Keep the contents of the programme up to date and aligned with the requirements of the schools, with whom the Education Manager should maintain close links.
- Liaise with the General Manager of Rickmansworth Waterways Trust to ensure all facilities required for the Education Programmes are available and serviceable.
- Develop other Education Programmes targeted at different groups (older children and adults) which make use of the Trust's unique assets at Batchworth Lock.



Rickmansworth Waterways Trust Education Programme Manager – Job Description



Tasks in detail:

- Make sure that everything required to deliver the programme for each visit is in place.
- Lead and take charge of the day's programme, making sure in particular that safe working practices are adhered to at all times.
- Maintain appropriate documentary records in an orderly way.
- Make sure that the various activities required are carried out either by the Education Manager or by a volunteer given responsibility for that activity and who is trained to do so.
- Keep the programme for the day under review, responding to feedback and initiating changes as seems appropriate.
- Make sure that the arrangements for the visit in the Education Centre, on the boats and in other places around Batchworth are in a safe state, taking action as required to remedy any shortcomings by liaising with the General Manager.
- Keep the Learning at the Lock Safety Management Plan under review and up to date, liaising with your Line Manager, the Trustees and General Manager as appropriate.
- Identify, train and deploy the volunteers required for each session.
- Carry out training and briefing sessions to volunteers at regular intervals.

Other Duties

- To perform other duties as requested and negotiated with the line manager/Trustee board.
- To undertake flexible working hours as required and agreed with the line manager/Trustee Board

The post holder is at all times responsible to and a representative of RWT and the Trustee Board.