



PROJECT
OFFICER

*Applicant
Information
Pack*

REWILDING ROOTS



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THE RECRUITMENT PROCESS

Rewilding Roots is committed to safeguarding and promoting the safety of children and young people. We believe all children participating in our sessions deserve to be safe, happy and healthy and we expect all staff and volunteers to share this commitment. All postholders are subject to a satisfactory DBS (Disclosure & Barring Service) check where appropriate.

Thank You for Your Interest in Joining Our Team!

We appreciate your interest in working with us. We value the skills, experience, and passion that our staff bring to our organisation, and we aim to make your recruitment experience smooth, informative, and welcoming. Below is an outline of the steps involved in our staff recruitment process:

1. Application Submission

To begin your application, please complete and submit the **Staff Application Form**. This helps us understand your qualifications, experience, and motivation for applying.

2. Initial Review

Our recruitment team will review your application to assess alignment with the role requirements and organisational needs. If your profile matches our criteria, we will contact you to progress to the next stage.

3. Interview

Shortlisted candidates will be invited to attend a formal interview, either in person or online. This is an opportunity for us to learn more about your experience and approach—and for you to ask questions and gain a deeper understanding of the role and our organisation.

4. References and Pre-Employment Checks

We will request contact details for **two professional referees**. As this role involves working with children and young people, a **Disclosure and Barring Service (DBS) check** will also be required prior to appointment.

5. Induction and Training

Successful candidates will be invited to attend an **induction and training programme**, which will include:

- Introduction to our mission, values, and policies
- Role-specific training and expectations
- Health and safety procedures
- Safeguarding and child protection protocols
- Staff responsibilities and organisational standards

You will also be asked to complete the following mandatory online training courses:

- **Level 2 Safeguarding and Child Protection**
- **Moving and Handling**

6. Start Your Role

- Once all steps are completed, you'll officially join our team! You will be introduced to your colleagues and assigned a line manager who will support your onboarding and professional development.

PROJECT OFFICER

We are seeking a proactive and passionate **Project Officer** to lead and support the delivery of environmental education and permaculture programmes, youth engagement initiatives, and community events across North Lancashire and South Cumbria. Working closely with the CEO, the Project Officer will play a key role in delivering Rewilding Roots' flagship projects—**Where The Wildings Are!** and **Wilderness Schools**—which aim to inspire young people to improve their education and life outcomes through a deeper understanding of their relationship with the natural world and sustainable food growing. This role is ideal for someone with experience in outdoor learning, project coordination, and a strong commitment to environmental education and community engagement.

KEY RESPONSIBILITIES:

- **Programme Leadership & Delivery**
 - Lead the planning, coordination, and delivery of environmental education and permaculture programmes aligned with the National Curriculum.
 - Work closely with the CEO to develop and implement strategic goals for youth engagement and outdoor learning.
 - Oversee the design and delivery of sessions for schools, families, and community groups, ensuring high-quality, inclusive, and engaging experiences.
- **Project Coordination**
 - Manage project timelines, resources, and budgets to ensure successful delivery of activities and events.
 - Coordinate with the Outdoor Learning Officer to develop educational resources and promotional materials.
 - Monitor and evaluate programme outcomes, producing reports and recommendations for improvement.
- **Team Support & Supervision**
 - Support and mentor volunteers and sessional staff, ensuring adherence to safeguarding, health and safety, and organisational policies.
 - Facilitate training and development opportunities for volunteers involved in programme delivery.
- **Community Engagement**
 - Build and maintain relationships with local schools, youth organisations, and community partners.
 - Represent the organisation at events, meetings, and networking opportunities to promote environmental education and youth engagement.

WHAT YOU WILL GAIN

- A leadership role in a passionate and supportive team.
- Opportunities to shape and grow innovative environmental education programmes.
- Experience in project management, curriculum-linked learning, and community outreach.
- Development of skills in team leadership, communication, and strategic planning.
- A platform to express creativity and contribute to meaningful environmental change.

Rewilding Roots Staff Roles

Role Location	North Lancashire and South Cumbria (including Lancaster and Morecambe District)
Working Hours	Flexible working arrangements available. 2 days per week, with scheduling aligned to school groups, community events, and seasonal programming.
Reporting To	Chief Executive Officer (CEO)
Training & Development	Comprehensive induction provided, including training in health and safety, safeguarding, and role-specific skills. Ongoing professional development opportunities available.
Salary & Benefits	£28,000 pro rata (11,200 for 2 days per week), plus access to training, mentoring, and networking opportunities. Currently 12-month contract with potential to extend. 28 days leave pro rata (11.2 for 2 days per week) plus bank holidays.

Before starting this role you will be required to complete the attached application form and undertake an interview. For successful applicants, there will be a full induction and a DBS check will be carried out (free of charge).

If you are interested in this opportunity or would like to find out more, please contact Alex Hall,

email: ahall@rewildingroots.org, or phone: 07539957827.



Rewilding Roots Staff Roles

PERSON SPECIFICATION

Below are the skills, qualities and experience we are looking for in a successful candidate. These criteria will be used in the selection process.

Criteria	Essential	Desirable
Experience	✓ Experience delivering environmental education programmes for children and young people. ✓ Experience working in educational or activity-based settings. ✓ Experience in report writing and working with funders. ✓ Experience of programming and developing Micro Bit educational resources. ✓ Experience of working in coastal environments.	✓ Experience delivering permaculture, horticulture, or sustainability focused education. ✓ Experience using basic hand tools. ✓ Experience in project management or team leadership. ✓ Proven ability to write successful funding bids. ✓ Relevant qualification in education, environmental science, or youth work.
Knowledge	✓ Strong knowledge of environmental education, sustainability, or permaculture. ✓ Willingness to contribute ideas and develop engaging educational materials.	✓ Understanding of the National Curriculum and its application in outdoor or informal learning contexts. ✓ Creative skills in storytelling, resource development, or environmental arts.
Communication & Teamwork	✓ Confident in engaging groups and encouraging participation. ✓ Able to work collaboratively with colleagues and volunteers. ✓ Confident with digital tools such as Microsoft Office, Teams, ARCGIS, Micro Bits and WhatsApp.	✓ Ability to adapt communication style to suit different age groups and abilities.
Values & Commitment	✓ Enthusiastic about Rewilding Roots' mission and connecting young people with nature. ✓ Committed to youth empowerment and inclusive education. ✓ Willing and able to work outdoors in all weather conditions.	✓ Understanding of safeguarding, equality, and health & safety in educational settings.
Travel	✓ Access to own transport and ability to travel across North Lancashire and South Cumbria.	—

APPLICATION FORM

Application for [job title]

Your details

Name:

Address:

Postcode:

Phone:

Email:

Education and training

Please list relevant education and training, including dates and institutions:

Qualifications

Please detail any qualifications relevant to this role (e.g., degrees, certifications):

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Employment history

Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Length of time with employer:

Duties:

Previous employers

Please list other roles, including dates, employers, and key responsibilities:

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Supporting statement

Please explain why you are applying for this role and how your skills, experience, and values align with the person specification. You may attach a separate sheet if needed.

Interview arrangements and availability

- Do you require any reasonable adjustments for the application or interview process?
If yes, please provide details:

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- Are there any dates you are unavailable for interview?
Please specify:
- When would you be available to start work?

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

REFERENCES

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

SELF-DISCLOSURE FORM

You are being asked to complete this form because the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

As the role you have applied for involves work with children, you will also be required to undergo the relevant vetting and barring checks. If you have a disclosure to make, please complete separately and return, either in an envelope or email marked confidential.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Personal details	
Name:	
Previous name(s):	
Address with postcode:	
Telephone/mobile number:	
Date of birth:	
Criminal record declaration The role is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore required to declare all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. eligible to be filtered).	
Do you have any unspent conditional cautions or convictions in the UK or overseas?	YES NO
If yes, please provide further information:	
Do you have any spent adult cautions (simple or conditional) or convictions in the UK or overseas that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978?	YES NO
If yes, please provide further information:	
Barred list declaration:	

SAFER RECRUITMENT POLICY

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees and volunteers of Rewilding Roots that aims to:

- ✓ attract the best possible applicants to paid/unpaid vacancies;
- ✓ deter prospective applicants who are unsuitable for work with children and young people;
- ✓ identify and reject applicants who are unsuitable for work with children and young people.

Statutory Requirements

Where there are some statutory requirements for the appointment of some staff/volunteers working in schools and youth organisations, they must always be met, recognising that those requirements will change from time-to-time.

Identification of Recruiters

Subject to the availability of training, Rewilding Roots will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Rewilding Roots is committed to safeguarding and promoting the safety of children and young people. We believe all children participating in our sessions deserve to be safe, happy and healthy and we expect all staff and volunteers to share this commitment. All postholders are subject to a satisfactory DBS (Disclosure & Barring Service) check where appropriate.”

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on Rewilding Roots website) the following:

- ✓ job description and person specification;
- ✓ Rewilding Roots safeguarding policy;
- ✓ Rewilding Roots safe recruitment policy;
- ✓ application form, self-disclosure form and reference form
- ✓ the selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. They will be sent a copy of the job description and person specification along with a set of questions.

References or testimonials provided by the candidate will never be accepted.

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Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- ✓ the candidate's suitability for working with children, young people, vulnerable adults or the elderly;
- ✓ any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
- ✓ the candidate's suitability for this post.

Any disclosures submitted in sealed envelopes marked 'disclosure: confidential', will not be opened until after shortlisting.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Although this may be via video link depending on the role being applied for.

Candidates will always be required:

- ✓ to explain satisfactorily any gaps in employment;
- ✓ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- ✓ to declare any information that is likely to appear on a DSB (Disclosure & Barring Service) check;
- ✓ to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly where appropriate.

EMPLOYMENT CHECKS

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete a DSB (Disclosure & Barring Service) or overseas check and receive satisfactory clearance as appropriate;
- ✓ to provide actual certificates of qualifications or professional memberships;
- ✓ to complete a confidential health questionnaire;
- ✓ to provide proof of eligibility to live and work in the UK.

INDUCTION

All staff and volunteers who are new to Rewilding Roots will receive induction training that will include Rewilding Roots staff code of conduct, safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 6 months of employment between the new employee(s)/volunteer(s) and the appropriate manager(s).

CHANGE RECORD

Date of Change:	Changed By:	Comments:
01/04/25	AH	Policy approved by the Trustees