



RHET Project Coordinator; RHET Dumfries & Galloway Countryside Initiative (CI)
Covering Dumfries & Galloway Local Authority

The education charity, Royal Highland Education Trust (RHET) aims to educate, inform and communicate with young people about farming, food and the working countryside through provision of countryside visits, classroom talks, digital experiences and educational resource material. *This position is funded through several external sources.*

Post Title	RHET Dumfries & Galloway Project Co-ordinator
Hours	Contract currently based on approximately 80 hours per month up to end of November 2024. Hourly rate in the region of £13 - £14 per hour (subject to experience). Please note this is a self-employed contract
Reports to	RHET Executive Officer & Chair of RHET Dumfries & Galloway
Location	Home based, travel throughout region
Purpose	To support, lead, coordinate and develop high quality opportunities for primary and secondary pupils enabling them to learn about the countryside, food, farming and the rural industry. It is envisaged that the Project Coordinator will be either from a rural or educational background with a strong interest in the countryside, and will have extensive recent work experience of facilitating learning opportunities suitable for the location and age group. The post is the key point of contact for the local area and is part of a national network of coordinators working across Scotland.

Principal Accountabilities/ Key Tasks

- Facilitate school visits to farms and facilities
- Digital engagement – either proactive offering and/or coordinate requests in collaboration with RHET Network to maximise impact and utilise shared skills and resource
- Facilitate volunteer speaker visits to schools
- Communicate on regular intervals with RHET Dumfries & Galloway volunteers updating them on activity requests, use of hours, project progress etc (frequency as agreed with the Chair)
- Develop and undertake projects with the RHET Dumfries & Galloway Committee e.g. tattie growing in schools, healthy eating etc. if required.
- Signpost teachers to RHET resources available online to support classroom learning
- Take part in group projects based planning and deliverable for the production of RHET activity
- Manage school contacts; actively and observing data protection, privacy guidelines

taking the classroom to the countryside

Royal Highland Centre, Ingliston, Edinburgh, EH28 8NF
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- Manage, in collaboration with RHET Dumfries & Galloway Committee, the volunteers in your local area keeping them informed and engaged with local and national activity
- Risk assess farms and facilities prior to children's visits and to support farmers and children's group leaders with all aspects of the visits including health and safety. This is likely to include digital productions and require IT competencies to facilitate filming, editing and presentation skills (Training and support will be provided)
- Work with teaching staff matching the farm visit and/or the classroom speaker to the Learning Outcomes of the group
- Work with the RHET Dumfries & Galloway Committee to recruit and maintain volunteers
- Provide a contact point for local enquiries from partners and other organisations
- Produce, in collaboration with others in the RHET Network, newsletters and other circulars as necessary to raise awareness, celebrate, activate call to action etc
- Produce a monthly report against agreed targets for the Executive Officer, including a record of worked hours, school engagement and mileage covered
- Where applicable, work with the RHET Dumfries & Galloway Committee in the development and delivery of an annual local action plan
- Assist the RHET Dumfries & Galloway Committee to fundraise locally, time permitting
- Where applicable, represent RHET at local agricultural shows
- Attend meetings both online and in person meetings of the RHET Network

Qualifications, Skills and Knowledge

- Essential skills
 - Be a self-starter; enjoy a challenge, able to take responsibility for the day-to-day running of all activities for RHET Dumfries & Galloway
 - Ability to prioritise tasks, meet deadlines and work on own initiative as this is a standalone position in the region
 - Experience of working with volunteers and a committee
 - Ability to establish and maintain good working relationships with a wide range of people
- Desirable skills
 - Experience of facilitating children's learning outdoors in agricultural land areas
 - Have good knowledge of the farming communities and the rural environment
 - Knowledge of how to manage resources towards an agreed set of outcomes
 - Be an excellent communicator and understand the essential role of informing the local committee before and during projects
 - IT literate and confident using excel and the usual software packages
 - Have a full and valid driving licence and ability to tow a large trailer (CCOW) *Training will available if required*
 - Ability to travel across the region

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