

Role Title: Freelance tutor – Mighty Oaks Primary Summer Club  
 Department - Schools  
 Division - Learning & Engagement

## Freelance Role Description

### Main Duties

Overall aim: To support RBGE leader to deliver the Mighty Oaks summer holiday club programme for children ages 7 – 12 (P4 – 7) at the Royal Botanic Garden Edinburgh (RBGE).

- To assist the RBGE Learning Officer to ensure smooth running of the Mighty Oaks summer holiday club
- To complete induction and training and undertake PVG
- To assist with delivering the core mission of RBGE through fun, innovative and engaging sessions
- To assist with set-up and take down and volunteer induction
- To contribute to ongoing monitoring and evaluation of the weeks
- To assist with ensuring all activities meet accessibility and inclusion regulations
- To assist the leader with delivery of activities, ensuring consideration of all health and safety issues, and appropriate safeguarding of the children
- To support the leader by being responsible for covering their lunchtime and other breaks along with any volunteers
- To assist with approaches to emergency situations
- To oversee sign in and sign out by parent-carers
- Any other duties to ensure the smooth running of the programme

## Person Specification

Skills/Aptitude	Essential	Desirable
Excellent presentation skills	Y	Y
Experience of informal outdoor learning/after school club delivery		
Caring and flexible approach to meeting the needs of individual children	Y	
Creativity in approach to learning delivery	Y	
Excellent time management and organisational skills	Y	
Reflective practitioner who loves learning	Y	

Knowledge	Essential	Desirable
Background or interest in nature, STEM subjects, environmental science, geography, plant science, horticulture or creative arts	Y	
Interest in the work of botanical gardens	Y	

Professional Qualifications	Essential	Desirable