

Job Profile

Education Programme Officer

Job Title: Education Programme Officer
Job Grade: Level 3 Zone 2

About North London Waste Authority (NLWA)

Our mission is to preserve resources and the environment for future generations. We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling. We deliver an education programme at our new education centre in Edmonton and in schools across north London, helping students learn about sustainability, reduce waste and embed long-term environmental habits.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

About the role

The Education Programme Officer will be responsible for the delivery of our ambitious, curriculum-linked educational programme at our state-of-the-art centre, EcoPark House. This role is central to our mission to engage and inspire the next generation around sustainability, resource management, and the circular economy. Through dynamic, hands-on learning experiences tailored to primary and secondary schools, the programme aims to foster environmental awareness and empower students to become active participants in creating a more sustainable future.

The postholder will be expected to be a point of contact for EcoPark House, supporting not only the team's activities and contributing to the success of events hosted at the venue. This includes liaising with internal teams and external stakeholders to ensure the smooth running of visits and events, and helping to maintain EcoPark House as a welcoming, inclusive, and educational space for all visitors.

Key responsibilities include:

- Delivering educational activities and guided tours for primary and secondary school groups
- Delivering guided tours for key stakeholders, residents and other visitors
- Managing administrative tasks related to school visit bookings, including liaising with schools and maintaining the school visits webpage
- Supporting the delivery of NLWA's work experience programme
- Conducting risk assessment visits for school staff prior to their visit to EcoPark House
- Assisting in the planning and delivery of events at EcoPark House, such as the annual Student Conference and Family Day events.
- Collecting and evaluating feedback and data following school visits to inform future improvements
- Ensuring approaches to facilitation remain up to date with best practice

- Contributing to the development of a secondary school programme and expanding educational offerings to include higher and further education
- Monitoring and maintaining resources required for the successful delivery of educational activities
- Occasionally providing front-of-house support for events held at EcoPark House
- Liaising with LEL's Estates and Facilities team, where appropriate, on matters related to EcoPark House.

All staff are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

About you

- You are either a qualified teacher, teaching assistant, or have experience working with young people in a range of educational settings
- You understand school structures and are confident engaging with key groups, including headteachers, governors, and senior leaders
- You have excellent communication skills and can present information clearly and effectively to a wide range of audiences, both in-person and in writing
- You are highly organised, self-motivated, and proactive – able to manage a varied workload, meet competing deadlines, and maintain attention to detail
- You are adaptable and confident in delivering content to audiences with varying knowledge, using strong interpersonal and problem-solving skills
- You have strong analytical skills and can produce clear reports that track progress and inform improvements
- You're able to build and maintain strong relationships with internal and external stakeholders
- You have a solid understanding of safeguarding practices and can apply procedures effectively when working with young people

Work Environment

The NLWA offices are in Tottenham Hale; two minutes from the Tube station with great service and amenity links close by. The post holder will also be expected to work at the EcoPark in Edmonton and in schools across north London on occasion.

The post holder will be required to coordinate their work with others, deal with a variety of conflicting deadlines often daily and communicate efficiently and flexibly with north London's diverse communities.

Hours of work may exceed working hours (i.e., a start time before 9am and finish time after 5pm) and you will be expected to remain flexible for accommodate for this. Any time work in excess of your working hours will be as time off in lieu.

Though not essential, a valid clean UK driving licence is an asset for this role. In addition, the successful candidate will be required to undertake a DBS check for this role.

People Management Responsibilities

There are no direct people management responsibilities for this role.

Relationships

The post holder will report to the Education Programme Manager and be required to work closely with colleagues across the External Relations service.

Externally, you will work closely with schoolteachers and visitors at EcoPark House, often being a point of contact for bookings. As such, you'll be expected to maintain a professional manner at all times.

Is this role Politically Restricted?

This role is not politically restricted.

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, or at resourcing@camden.gov.uk