



Nature Nurture Coordinator			
Reference No.	FCCT/C&E/NNC/2026	Type	Individual
Service	Conservation & Engagement		
Job Family	FCCT - Professional	Grade	FC6

Purpose
The Nature Nurture Programme Coordinator will coordinate the development and delivery of the Nature Nurture programme across Fife. Working under the direction of the Education Manager, the postholder will support programme planning, partnership working with schools, referral pathways, monitoring and evaluation activity, safeguarding processes, and GDPR compliant case management to help ensure the programme delivers high quality outcomes for children and families.

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Lead the delivery of 4–6 week Nature Nurture group programmes in green and blue spaces.
Coordinate the planning and ongoing development of the Nature Nurture programme model, ensuring updates are agreed with the Education Manager.
Coordinate programme delivery schedules, locations and group allocation across the year (including weekends and school holidays).
Ensure delivery is aligned with the commissioned service brief, agreed programme outcomes and budget parameters, escalating risks and pressures to the Education Manager.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Relevant qualification (mental health, education, youth work, social care, childcare, psychology or related) or equivalent experience	✓	
Project Management Qualification		✓
Professional Outdoor Leadership qualification		✓
Training in trauma-informed or nurturing approaches		
Experience of work within the Third Sector	✓	
Working Knowledge of mental health challenges		✓
Knowledge of children’s emotional wellbeing and family support	✓	

Role Profile

Act as the main point of contact for schools, managing referrals, eligibility, waiting lists and prioritisation.	Successful track record in community engagement, development and multi-agency partnership working within a variety of stakeholder groups	✓	
Build and maintain strong working relationships with education, health and community partners.	Social inclusion policies and agenda	✓	
Proactively promote the programme within schools and partner networks.	Experience in planning, delivering and evaluating outdoor based sessions	✓	
Maintain and apply safeguarding, child protection, GDPR and confidentiality procedures, raising concerns promptly in line with organisational policy.	Development work with voluntary and community groups		✓
Coordinate consent processes and secure record-keeping, ensuring information is recorded accurately and stored appropriately.	Balancing operational with strategic priorities	✓	
Support reflective practice arrangements for delivery staff (in line with organisational systems) and contribute to supervision discussions as required.	Experience working in a school / education setting and referral based services.	✓	
Coordinate the implementation of monitoring and evaluation processes, using agreed tools and frameworks.	Highly effective in organising, communicating and managing own workload	✓	
Produce quarterly reports and case studies demonstrating impact against agreed outcomes.	Effective communicator and collaborative team member with strong relationship-building skills	✓	
Use regular learning reviews with delivery staff and the Education Manager to inform continuous improvement and forward planning.	Confident handling sensitive data and safeguarding matters	✓	
Provide day-to-day coordination and support to the Delivery Specialist, contributing to performance discussions through the Education Manager.	Experience of working with children, disadvantages and vulnerable groups with a person-centred approach		✓
Work collaboratively with FCCT colleagues across Conservation & Engagement. And the wider team.	Ability to motivate and develop others and manage quality and performance		✓
Contribute to funding reports, audits and service reviews as required.	Self-motivated, enthusiastic and committed, able to prioritise and manage competing requirements, with a flexible approach with an ability to meet deadlines	✓	

Role Profile

	Highly innovative and experienced in designing new systems and processes	✓	
	Diplomatic, flexible and empathetic to other views whilst able to get own opinions across.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Regular travel to sites across Fife.	Flexible mindset.		✓
Flexible working which may include early mornings/evenings and occasional weekend work	Driving License	✓	
	Access to a car	✓	
	Post holder will be required to travel extensively across Fife.	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
	<ul style="list-style-type: none"> Conscientious and responsible Person Centred Focus Collaborative approach to work Embrace Technology & Information

E = Essential Criteria D = Desirable Criteria

Role Profile

- Results oriented