**JOB DESCRIPTION**

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| **Job Title:** | Outdoor Adventure and Education Manager | **Department:** | Outdoor Education |
| **Hours of Work:** | 37.5 hours per week (including evenings and weekends) 52 weeks per year. | | |
| **Responsible To:** | Deputy Head Operations and Co-curricular | **Responsible For:** | N/A |

**Summary of Role:**

To lead, manage and develop the Outdoor Adventure & Education programme at Woldingham. This involves planning and delivering engaging outdoor learning experiences in the school grounds including high ropes, zip wires, climbing tower, bushcraft, and associated activities in the Outdoor Adventure Centre. In addition, you will coordinate the work of the Outdoor Education Centre: using the outdoor classroom, you will coordinate the programme of events, inspiring, encouraging and training teachers to deliver outdoor learning, enabling young people to discover the ecology and history of the environment. A programme of events will be devised for groups to access.

**Key Responsibilities:**

**Outdoor Pursuits**

* To develop programmes in outdoor pursuit activities, encompassing both core aspects of the Outdoor Adventure (high ropes, zip wires, climbing wall etc) and Education (sessions on bushcraft, Marden Park ecology and history etc).
* To develop a programme of team building/leadership activities.

**General**

* To liaise closely with the Deputy Head (Operations) regarding the decisions and logistics for all activities.
* To drive a minibus when necessary.
* To provide cover and private study supervision if required.
* To carry out any such duties as may be reasonably requested.

**Key Tasks**

* To organise a programme of Outdoor Learning, to be conducted during curriculum and co-curriculum time.
* To advertise the programme to pupils and parents.
* To be responsible for administration, planning and preparation of all trips and events in accordance with the School’s Educational Visits policy.
* To purchase, issue, and maintain equipment used by the Department.
* To ensure that the Department’s facilities are well maintained and inspected both by external professionals and the School’s maintenance department. This includes the development of the three phases of the Facilities plan.
* To ensure the provision of activities in accordance with NGBs requirements and best practice. Ensure all external venues use NGB qualified instructors and have up to date AALA licenses as required by The Young Persons’ Safety Act.
* To manage the budget for the Outdoor Learning Department.
* To offer support and advice to staff running adventurous trips.
* To organize and be responsible for staff site specific training and adherence to the SOP’s and Risk assessment of onsite OL facilities (high and low ropes course, climbing wall and other facilities).

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Extensive experience of delivering outdoor learning sessions in a variety of different settings. * Hold at least two formal NGB/Professional qualifications of leading outdoor learning activities. * A current first aid qualification. * Full UK driving license required (willingness to drive a minibus is an essential requirement) * Ability to monitor, evaluate and assess project performance. * Experience of leading and collaborating with colleagues. * Experience of working with young people. | * Mountain Training UK RCI and/or ML (Summer) inc Outdoor First Aid (desirable but not essential as you will receive additional training from our Technical Advisors). * Experience of delivering the Duke of Edinburgh’s Award. * Experience of leading adventurous training and expeditions. * Experience in booking and coordinating overseas travel and trips. |
| * **Personal Behaviours** |  |
| * Ability to work independently and collaboratively as a member of a team. * Excellent communication skills. * Excellent organisational, administrative and ICT skills including the ability to prioritise demands and thrive under pressure. * Ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school. * Personal warmth to gain the confidence of pupils, staff, and parents. * High standards and attention to detail. * Leadership qualities. * A flexible approach and can-do attitude. * Ability to think creatively and imaginatively. * High expectations for pupil attainment, personal development, and conduct. * Committed to representing the strategic vision for the School. * Committed to professional development and a willingness to undertake appropriate training for this role. |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Supports the Sacred Heart Values. * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits**

* Start Date: ASAP
* Working hours: 37.5 hours per week (including evenings and weekends), 52 weeks per year.
* Salary: £26,000 to £29,000 per annum, depending on experience.
* Holiday: 5 weeks per year plus public holidays.
* Pension. The successful candidate will be auto enrolled into the School’s pension scheme, which includes life assurance.
* Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
* Parking. There is free parking on site.
* Gym and Pool. There are staff sessions for use of these facilities.