

Activities Coordinator (Biblins)



Role Description

Key Information

Responsible to	Biblins Centre Manager
Responsible for	Casual Instructors & Volunteers
Salary Band	Lower Development pro rata depending on experience
Working hours	7 hours per week*
Location	Biblins Youth Campsite, HR9 6DX
Contract type	Permanent

* Working hours will vary week to week depending on bookings. There will be seasonal variation, our busiest times have traditionally been May & June. Some evening and weekend working will be required.

Outline

The Biblins Youth Campsite is managed by Woodcraft Folk, an educational charity for children and young people.

Biblins is nestled in the Wye Valley in southern Herefordshire. We are dedicated to providing a back to basics outdoor experience for young people and are completely off-grid with no mains electricity on site. Historically many groups have used the site as a base and provided their own activities to explore the river, rocks and forest that surround the site.

This role is to develop and deliver a programme of activities from Biblins Youth Campsite. The activities will reflect Woodcraft Folk's commitment to the development of young people and environmental ethos. We are looking to develop and promote a range of activities from Arts to Abseiling, from climate change to climbing rocks, and from cooking over a fire to sleeping under canvas, making the best use of the fantastic outdoor learning environment that the Wye Valley offers.

The role is for 1 day per week, however there is the expectation that there will be additional paid hours of activity delivery throughout the year.

The person, motivated and experienced outdoor professional, with a track record of developing and delivering high quality outdoor experiences for young people.

Job Purpose

To develop, promote and deliver a wide range of activities and learning experiences to guests and day visitors at Biblins Youth Campsite.

Job Specification

- Develop and deliver a range of outdoor learning opportunities to offer schools, youth groups and families for both day visits and residential stays, working with people of all ages. Ensuring that programmes are designed to maximise the opportunities for promoting the personal and social development of young people
- Risk assess all activities producing documents and implement control measures in line with current best practice and legislation
- Monitoring impact and customer satisfaction seeking to improve our offer and meet the needs of our target audience
- Prepare and maintain quality resources and equipment, working within agreed budgets
- Work with the Centre Manager to market and promote activities and programmes, achieving income and engagement targets
- To liaise with visiting staff from the planning through to delivery of sessions to ensure all runs in line with the group expectations and purpose, ensuring that appropriate consents, group information and supporting documents are in place
- To recruit activity instructors and facilitators, ensuring appropriate screening and contracting procedures are followed
- To supervise and deploy a team of instructors to deliver sessions in line with their qualifications and experience
- Work with the Centre Manager to maintain the instructor database as appropriate
- Work with the Centre Manager to ensure all instructors are appropriately inducted and updated of any significant changes in policy or procedures

- Work with the Centre Manager in preparing for an AALA licence application and the subsequent management of adventurous activities and associated equipment
- Independently manage groups of young people in an outdoor environment
- Respond appropriately and report to the Centre Manager any Safeguarding or First aid issues or concerns
- To undertake other duties in relation to the role that may be agreed from time to time
- To work in accordance with all policies and procedures of Woodcraft folk
- To work in accordance with and promote the wider principles of Woodcraft folk

Screening Requirements

DBS check Yes - Enhanced

References Yes

Right to work Yes

This role is exempt from the Rehabilitation of Offenders Act (1974)

To express interest in this role, please email recruitment@woodcraft.org.uk

If you have questions about the role, or would like to arrange an informal discussion before applying, please email info@woodcraft.org.uk