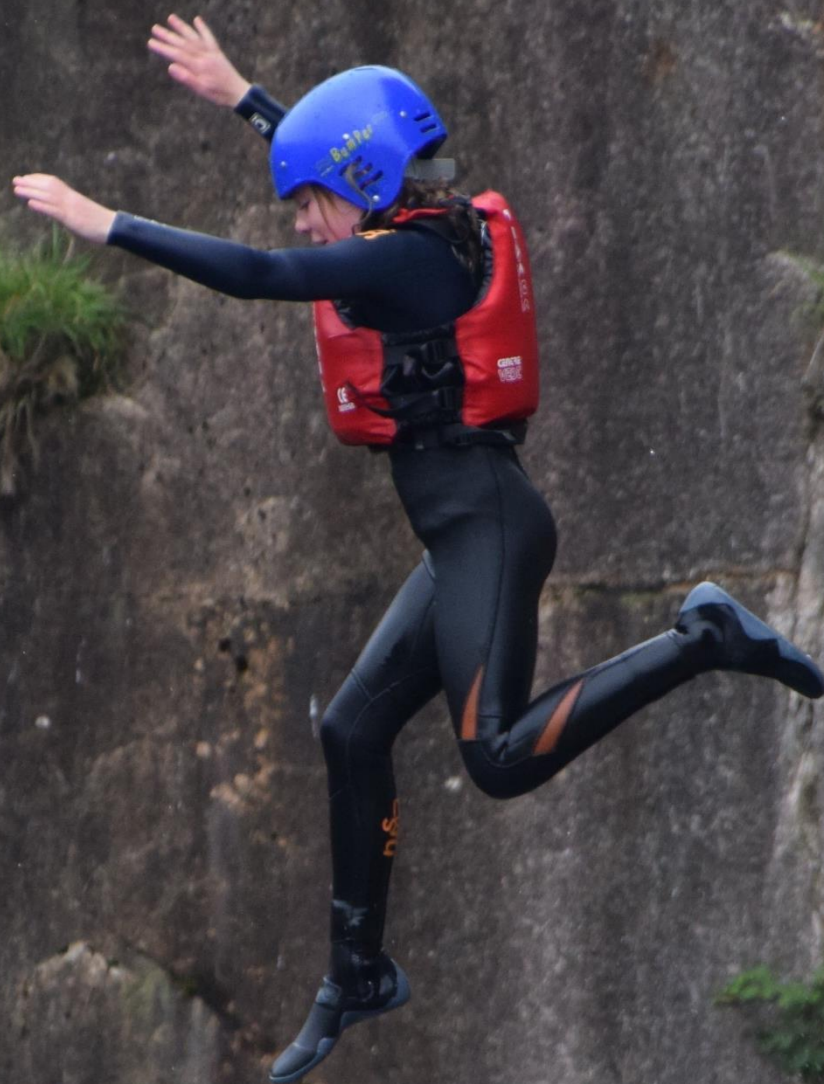




Adventure



Adventure Centre Coordinator Level 5 Job Pack

About the Role

BF Adventure was established 30 years ago and has developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families.

The key role of the ACC is to lead delivery of a range of activity instruction and programmers to the clients of BFA. The ACC must:

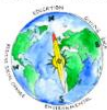
- To oversee the running of the Adventure Centre
- operate to a highly professional and safe standard (acting as an exemplar to the team of instructors)
- create a safe, enjoyable, challenging, fun and educational environment providing equal opportunities to a wide range of often challenging individuals and groups.
- ACC will be actively involved in the development of the instructor team, acting as line managers and mentors to ensure full support and development opportunities are available to all.
- To delivery training to staff
- Be effective at logistics management for large and complex programmes
- Have high standards and consistency in site and equipment upkeep including PPE, Activity, Accommodation, general site and catering provisions.
- Lead the team instructors in our programmed activities

At BF Adventure our mission is to **inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**. We work in line with a set of core organisational values

BF ADVENTURE VALUES

JOURNEY OF CHANGE

CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



TRUST

At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.

COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!



SUSTAINABILITY

We seek to deliver lasting change and to minimise our impact on the planet.

BF Adventure | Goodygrange Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX



Job Description

| | |
|---------------------|---|
| Job Title: | Adventure Centre Coordinator (ACC) |
| Level: | 5 |
| Salary/Hourly Rate: | £21,840-£25,480 |
| Term: | Permanent |
| Hours: | FT 8.45am to 4.45pm (evening & weekend work will be required) |
| Responsible to: | Centre Manager |

Main purpose of Job

The key role of the ACC is to lead delivery of a range of activity instruction and programmes to the clients of BFA. The ACC:

- Will oversee the running of the Adventure Centre
- Will operate to a highly professional and safe standard (acting as an exemplar to the team of instructors)
- Will create a safe, enjoyable, challenging, fun and educational environment providing equal opportunities to a wide range of often challenging individuals and groups.
- will be actively involved in the development of the instructor team, acting as line managers and mentors to ensure full support and development opportunities are available to all.
- Will provide delivery training to staff
- Will be effective at logistics management for large and complex programmes
- Will have high standards and consistency in site and equipment upkeep including PPE, Activity, Accommodation, general site and catering provisions.
- Will lead the team instructors in our programmed activities

Main Tasks (not exclusive)

Activity Instruction:

- To lead the delivery of a range of inclusive outdoor activity programmes both on and off site
- To maintain a full understanding of BFA's H&S policies and to understand and practice dynamic risk assessment of all activities
- To motivate & Enthuse Clients
- To set boundaries and impose consequences should they be exceeded
- To challenge and manage anti-social behaviour
- Adapt level of challenge to needs and capabilities of participants
- To meet the needs of each individual with a focus on inclusive participation
- To demonstrate a clear understanding of safeguarding and equal opportunities
- To instruct in such a manner as to be a role model for all other staff for excellent behaviour and quality of instruction

**Management:**

- To lead a team of instructors including Full time, part time, volunteers, work experience and freelance acting as Line manager and mentor. This includes producing rotas, managing sick and managing leave
- To manage defined areas of site/activity/equipment provision
- To ensure that all equipment is checked regularly
- To manage defined health and safety responsibilities
- To actively observe, feedback and develop the instructional delivery team
- To manage delegated activity programmes and assist with coordination of activity bookings, equipment and staff resource as required.
- To provide daily briefings to staff and coordinate the daily pack down
- To contribute towards the management and coordination of resources on a daily basis
- To advise and support the booking coordinator with new and existing bookings and enquiries
- To operate as Duty Manager on defined days
- To recruit staff as appropriate
- To operate within a budget

Administration:

- Completion of all documentation relating to client groups/programmes
- Accurate submission of timesheets and monitoring of all internal communications – both personal and of staff team
- Report writing and coordination
- Completion of equipment logs and safety checks

Other:

Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks* as necessary to facilitate the smooth running of activities

*(within your level of experience, training and capability)

Person Specification

Summary

Suitable people need to be energetic and proactive and have a passion for teaching and learning in the outdoors. Being organised and have a good level of attention to detail are critical as managing staff and programmes are an essential part of the role.

Suitable people will have working relationships with delivery staff and also the senior management team and other departments within the charity and as such must be able to communicate effectively with both parties.

Experience

- Wide Ranging Outdoor activity qualifications
- 5 years or more of outdoor activity and/or Youth work experience
- IT literate
- Experience in mentoring / supervision
- Experience in establishing and maintaining admin systems
- Experience within a senior role is desirable (i.e. As a trainer or programmer)

Essential Skills and Qualifications

- Hold a current, clean driving licence
- BCU Level 1 coach
- SPA / RCI
- Current First Aid
- PTTLs or teaching qualification or equivalent
- IT literate and competent in Microsoft programmes
- Organised and effective at complex programme management
- At least one other higher level or additional NGB award
- Commitment to personal development
- Anticipates, understands and responds to the needs of clients and volunteers.
- Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organisation
- Able to work effectively under pressure including the ability to prioritise own workload
- The ability and willingness to work flexible hours
- Proactive team player with excellent communications skills
- Approachable, open and flexible
- A Positive 'Can-Do' attitude
- Self-aware and able to reflect
- Good sense of humour
- Non-discriminatory
- Experience of working with Disabled individuals/groups
- Good understanding of soft skills
- Higher level coordination of an activities provision including recruitment, working with new and existing customers, product design, budgets and being forward thinking

Desirable Skills and Qualifications

- Hold a D1 entitlement on their driving licence



- A commitment and enthusiasm for the vision of The BF Adventure (Staff Success factors) and high standards of service provision.
- Develops new and innovative ways to improve operations of the organisation
- Archery GB leader
- BC trainer
- First Aid trainer and Assessor
- PPE inspection certificate
- Experience in staff training
- H&S qualifications
- Good handy man skills
- ERCA traditional / adventure park / rescuer qualifications / experience

Personal Characteristics

- Commitment to BFA mission statement, objectives and values
- The ability and willingness to work flexible hours

Desirable

- D1 entitlement and trailer
- SPA Assessed
- ERCA qualification
- BCU Level 2 coach or higher

Please see next page on how to apply....



What next:

Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website. You can either use the online version or the Word format

<https://www.bfadventure.org/about-bf-adventure/#joinus>

The closing date for applications is 18th December 2019

The appointment is looking for a start date in January 2020

Interviews are scheduled to take place on a case by case basis

Please do not hesitate to phone me on 01326 340912 if you have any questions. Many thanks for your interest and we look forward to hearing from you!

Regards

Tony Baker