



What you need to know about us:

BF 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.


We run programmes with young people who have a wide range of physical, mental, learning and/or behavioural difficulties, and with those who have difficulties stemming from their experiences of poverty, neglect and other disadvantages. Our positive approach develops skills and confidence, to increase self-belief with the goal of achieving more positive participation in society.


The Skills for Life team deliver Trauma Informed Youth Work in the Outdoors and we use relevant theory to inform our practice to ensure that our approach is grounded in evidence-based practice. Members of the team bring specialist knowledge in these areas and our commitment to training and development enables us to keep up to date with innovations.

For more information on the difference we make please see our Social Impact Report on the website.

Our mission is to **inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**.

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 create lasting change and to consider future generations in all of our decision making.

OVERCOME **EMPOWER** **SUCCESS**

Safeguarding children and young people underpins everything we do

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

BF Adventure is a Company Limited by Guarantee registered in England and Wales. Company No. 3546772
Registered office: BF Adventure, Goodygrane Activity Centre, Halvasso, Longdowns, Penryn, Cornwall TR10 9BX. Registered Charity No. 1071862

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Job Description

Job Title:	Skills for Life Duty Co-ordinator
Level:	Level 5
Salary/Hourly Rate:	£22,000 PA
Term:	Permanent
Hours:	Full Time 8.30am to 4.30pm; 35 hours per week (some evening & weekend work will be required)
Responsible to:	Charity Business Manager

Role Summary and Accountabilities:

Key accountabilities include:

- To hold an overview of daily operation of Skills for Life provision
- To provide effective communication channels between the Activity Centre and Via Ferrata
- To be the first point of contact throughout the day for instructors and young people should they have questions, issues or incidents occur.

Job Description:

- To be on call throughout the day for instructors and provide first point of contact to support incidents and accidents if they occur.
- To support team members to work with clients who display behaviour that challenges and to develop strategies with team members to overcome these challenges.
- To lead daily briefings and be first point of contact for staffing, safety and resource issues as appropriate
- To support team to develop curriculum-based sessions, co-designed with young people, that meet their needs and stretch their learning and achievement
- To lead daily individual staff debrief sessions and whole team debriefs (weekly)
- To be responsible for the maintenance of the attendance register, signing in procedures and end of day departures.
- To liaise with core administrator and coordinators regarding absences.
- To carry out regular observations of the team members, provide feedback and liaise with line managers re positive feedback/opportunities for development/outstanding issues.
- To coordinate the YPQI observations across the team.
- To work with coordinator team to develop a training programme for activities or for issues as they arise.

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- To liaise with the Core Administrator in the provision and supervision of volunteers in the Core Team at BF Adventure.
- To facilitate 4-6 weekly meetings with the Skills for Life Team Leaders and ensure these provide opportunities to enable effective communication between the instructor team and the coordinator team to inform quality improvement.
- 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

The successful post-holder will be able to demonstrate their enthusiasm, passion and commitment for outdoor education as a means to support people through a journey of change. The successful applicant will impress us with their ability to think outside the box, their resilience and their positive attitude towards dynamic change. A key function of the role will be coaching and mentoring members of the instructor team – supporting them to recognise their strengths and overcome difficulties. We are looking for someone who places the child, young person or vulnerable adult at the centre of their approach and is able to match their needs within the organisational framework. This role also requires the post holder to be 'the glue' to ensure that at busy times there is effective communication between the Core Team and Activity Centre delivery. The successful post holder will need to get to know the site and all the team well and be adept at managing relationships.

Essential Skills and Qualifications

- Degree level qualification or 3+ years' experience in a relevant role, eg youth work, health, counselling, education, social work
- Ability to communicate effectively with children, young people and professionals
- Experience of working with individual / groups of children, young people and adults with complex needs, including but not exclusive to those experiencing mental ill health, learning or physical disabilities, gender identity and sexuality issues and victims of crime.
- Knowledge and understanding of the impact of complex needs on children and young people's capacity to engage in support services/education settings
- Knowledge and understanding of a Trauma Informed approach to provision
- Knowledge and understanding of how outdoor education can develop improved life outcomes for service users

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- Experience of implementing and understanding behaviour management strategies
- Experience of safeguarding children, young people and adults
- Experience of working on a 1:1 basis with children and young people, including lone working within a policy framework
- Evidence of developing and delivering inclusive, outcomes focused, group work sessions
- Experience of managing and supervising volunteers in a youth work setting
- Qualified to deliver a full range of activities on site at BF or the experience to work towards the delivery of BF activities for external candidates
- L3 Outdoor First Aid qualification or 3 -ay First Aid at Work (or willingness to work towards)
- Level 3 Safeguarding qualification.
- MAPA trained and qualified or equivalent
- Excellent written and oral communication skills
- IT literate (Microsoft Word, Excel and Outlook); able to establish and maintain admin systems
- Experience of mentoring / supervision and training / facilitation skills
- Experience of embedding equal opportunities into practice
- To hold a full Driving Licence and to have access to an appropriate vehicle suitable for business use

Desirable Skills and Qualifications

- TIS practitioner status/ JNC recognised Youth Worker qualification/Qualification in Outdoor Education
- Experience of YPQI observations
- NGB qualifications in Outdoor Activities

BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post will require an enhanced DBS check.

What next?

- Please complete an application form which can be found on our website [About BF Adventure - outdoor education that makes a difference](#)
- You can choose either the web-based application form or the Word one – the Word format is easier if you have lots of previous work experience to tell us about.

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- Word form – please save this form using the following convention: yourname_S4L_DC_Application and send to jobs@bfadventure.org
- The closing date for applications is midnight on 15th June.
- We anticipate that interviews will be held on Wednesday 22nd June.
- This interview will be on our site and will consist of a formal question session and direct face to face work shadowing the current Duty Coordinator.

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