



## 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.


We use a combination of youth work methodology, outdoor education theory and child development awareness to ensure that our trauma informed 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.

**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 Co-ordinator
Level:	Level 5
Salary/Hourly Rate:	£24845
Term:	Permanent
Hours:	Full Time 8.30am to 4.30pm (some evening & weekend work will be required)
Responsible to:	Charity Business Manager

### **Role Summary and Accountabilities:**

Skills for Life Co-ordinators are responsible for the further development of inclusive educative programmes within the Skills for Life department, combining a trauma informed youth work approach with outdoor education to support children, young people and vulnerable adults through a journey of change. Skills for Life Coordinators are responsible for a team of Skills for Life Instructors, supporting the team, managing referrals, complex case work and the measurement of the impact achieved.

Key accountabilities include:

- Budget responsibility for aspects of the programme delivery
- Line management of the instructor team, including provision of 6 weekly supervision sessions
- Providing support to team members to develop enhanced curriculum programmes in line with promoting informal education and equality and diversity across core provision
- Thematic programme specialities within Skills for Life

### **Job Description:**

- To support the Skills for Life Education Programme Manager with the daily operations of the Skills for Life programmes
- To manage a team of Skills for Life Youth Support Workers/Instructors, providing 6 weekly supervision, annual appraisals and casework support
- To manage the Skills for Life Team Leader, ensuring that they develop a level of knowledge that enables them to deputise in Coordinator absence.
- To use 'The Diary' to allocate instructors against young people, trouble shoot issues and adjust to meet staff absences.
- To support members of their team to address safeguarding concerns in line with BF Adventure's Safeguarding Children and Vulnerable Adults policy.
- To utilise Podio as a system to accurately record young people's contact details, session details, key professional involvement and safeguarding concerns in

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addition to monitoring session reports inputted by the instructors. To share these reports with key professionals in line with expectations.

- To develop and maintain professional communications with partner organisations in order to offer children and young people appropriate services within a multi-agency approach.
- To attend, and participate within, multi-agency meetings and produce relevant reports as required
- To collect and collate evidence to support the evaluation of the programmes for funders and stakeholders
- To identify and seize opportunities to promote programmes to potential referring agencies
- To provide information, data and case studies for the annual Social Impact Report and quarterly Trustee meetings.
- To support team members to work with clients who display behaviour that challenges and to develop strategies with the Duty Coordinator and team members to overcome these challenges.
- To embody a reflective practice approach, using supervision and team meetings, coupled with professional reflection, to ensure that the provision is of the highest quality.
- 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. 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.

#### **Essential Skills and Qualifications**

- Degree level qualification or 3+ years' experience in a relevant role, eg youth work, outdoor education, health, counselling, education, social work
- Ability to communicate effectively with children, young people and professionals

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- 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 how outdoor education can develop improved life outcomes
- 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 a small team of people, including providing regular supervision
- Experience of working as a member of a team – a commitment to supporting colleagues and sharing successes
- Excellent written and oral communication skills
- Excellent numeracy skills to enable effective budget management
- 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**

- Experience of working within a policy framework of referral processes, assessments, measurement of distance travelled and reporting on the achievement of outcomes within an agreed time frame
- Knowledge of progression routes and specialist agencies
- Outdoor activity qualifications or experience
- First aid qualification

**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.**

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## **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. (The word format is easier to use if you are including a range of employment experience.)
- If you choose the Word version please save the Application Form in the following format:  
Your name\_S4Lapplication\_date
- Please email the form to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject Skills for Life Coordinator Application

The closing date for applications is midnight on 13/11/2023

Interviews are scheduled to take place during the 23/11/2023, although this is subject to change.

Please do not hesitate to phone us on 01326 340912 if you have any questions.

Many thanks for your interest and we look forward to hearing from you!