



What you need to know about us:

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

We work with young people who experience physical, learning, and/or behavioural difficulties, as well as those facing challenges arising from poverty, neglect, or other disadvantages. Our positive approach helps develop skills and confidence, fostering self-belief and supporting greater participation in society.

Our work is informed by a combination of youth work, outdoor education, and Trauma Informed Practice, ensuring our approach is evidence-based. Team members bring specialist knowledge in these areas, and our commitment to training and development ensures we stay up to date with the latest 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:	S4L Operations Manager – Nine Ashes
Level:	Level 6
Salary/Hourly Rate:	£25990 pay award pending April 2026
Term:	Permanent
Hours:	Full time 8.30am to 4.30pm (occasional evening & weekend work may be required)
Responsible to:	Charity Business Manager

Role Summary

The Nine Ashes Operations Manager will lead the development and delivery of inclusive educational programmes at the Nine Ashes site. Our *Skills for Life* provision combines a trauma-informed youth work approach with outdoor education to support children, young people, and vulnerable adults on a journey of positive change. The postholder will oversee the day-to-day operations, including staff management, scheduling, budgets, systems, and partnerships, ensuring provision is safe, high quality, and aligned with organisational objectives, values, and standards.

Key Responsibilities

1. Business Development & Partnerships

- Build and maintain strong working relationships with schools, social care teams, local authorities, and other referring agencies to support service growth and engagement
- Represent the organisation at networking events, meetings, and forums to promote services and strengthen professional profile
- Develop and maintain the partnership with Scouts, ensuring collaboration and contract security
- Identify opportunities to extend provision, improve reach, or strengthen referral pathways
- Monitor income streams, contribute to financial forecasting, and support budget planning with the finance team
- Take responsibility for meeting minimum income expectations and manage operating expenses within budgetary limits and performance objectives
- Provide regular reports and updates on business development activity and outcomes



2. Operations & Programme Management

- Oversee daily operations at Nine Ashes, ensuring the effective, safe, high-quality delivery of programmes.
- To provide cover for session delivery when required.
- Line manage the delivery team, providing supervision (every 6 weeks), annual appraisals, and performance support
- Identify and oversee staff training needs; induct and train new team members
- Allocate instructors and manage scheduling using *The Diary*, adapting to staff absences
- Support staff working with individuals displaying behaviour that challenges, developing strategies with the Duty Coordinator
- Develop curriculum-based sessions co-designed with young people to meet their needs and stretch learning
- Attend and contribute to multi-agency meetings, producing relevant reports

3. Safeguarding, Compliance & Quality

- Support the team in responding to safeguarding concerns in line with BF Adventure's policies
- Ensure compliance with organisational policies, safeguarding standards, and regulatory requirements
- Maintain clear, accurate records using Podio and other systems, including incident/accident reports, staff HR documentation, and session monitoring
- Share session reports with key professionals as required
- Collect and collate evidence to support programme evaluation for funders and stakeholders
- Provide data, case studies, and reports for the Social Impact Report and Trustee meetings
- Embed reflective practice through supervision, team meetings, and personal reflection

4. Financial & Resource Management

- Manage operational resources and budgets, including identifying resource needs and coordinating purchasing
- Work with the Charity Business Manager to monitor income and expenditure, supporting timely financial decision-making

5. Professional Practice & Communication

- Maintain effective communication with partner professionals (GPs, CAMHS, social care, education, counsellors, volunteers) to offer multi-agency support
- Promote programmes to potential referring agencies

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- Champion inclusive practice and place children, young people, and vulnerable adults at the centre of service delivery

6. Additional Duties

Due to the varied and evolving nature of operations at BF Adventure, the postholder may undertake additional responsibilities appropriate to their experience, training, and capability.

Person Specification

Summary

We are seeking an enthusiastic, resilient, and adaptable individual with a strong commitment to outdoor education as a vehicle for personal development and change. The successful candidate will be creative, reflective, and able to place the needs of children, young people, and vulnerable adults at the centre of their practice, while playing an active role in the growth, sustainability, and strategic development of services.

Essential Skills & Experience

- Degree qualification **or** 3+ years' experience in a relevant field (e.g. health, counselling, education, youth work, social work)
- Experience working with children, young people, or adults with complex needs
- Understanding of trauma-informed approaches and the impact of complex needs on engagement
- Knowledge of how outdoor education supports positive life outcomes
- Experience in behaviour support and management strategies
- Safeguarding experience
- Experience delivering inclusive, outcomes-focused group work
- Experience of 1:1 work, including lone working within policy frameworks
- Experience supervising, mentoring, or training staff

Service Development & Partnership Skills

- Proven experience contributing to service growth, programme development, or organisational sustainability
- Experience developing and maintaining effective partnerships with external agencies (e.g. schools, local authorities, social care, health or community organisations)
- Confidence representing an organisation professionally in multi-agency settings, meetings, and forums



- Experience identifying opportunities to extend provision, improve reach, or strengthen referral pathways

Operational & Administrative Skills

- Strong written and verbal communication skills, including report writing for professional audiences
- Good numeracy skills and experience managing or monitoring budgets
- Competent IT skills (Word, Excel, Outlook, record-keeping systems)
- Commitment to equality, diversity, and inclusion
- Full UK driving licence and access to a suitable vehicle

Desirable Skills and Experience

- Experience supporting funding applications, contract monitoring, or income generation linked to service delivery
- Experience working within referral and assessment frameworks, outcome measurement, and reporting
- Knowledge of specialist support agencies and progression routes
- First Aid qualification
- Experience working in outdoor education or outdoor activity settings.
- National Governing Body (NGB) outdoor qualifications.
- Teaching or training qualifications such as AET, CET, PTLLS, PGCE, or equivalent.

What next:

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website bfadventure.org
- You can use either the online version of the Application Form or the Word version
- If you choose to use the Word version please save in the following format:
Your name_NA OperationsManager_date and email the form to jobs@bfadventure.org with the email subject NA Operations Manager Application

The closing date for applications is 9am on Friday 13th March 2026 .

Interviews are scheduled to take place on Friday 20th March 2026, 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!