

29.04.2024 Arthog OEC Assistant Centre Manager post job advert

Category: Management/ Leadership

Job title: Assistant Centre Manager

Full-time

Permanent

Arthog Outdoor Education Centre is a long-established popular residential centre providing activities to young people from primary and secondary schools, as well as youth organisations, and adults on behalf of Telford & Wrekin Council.

This is a residential centre of 110+ beds located across the estuary from Barmouth in the southern most area of Snowdonia National Park, offering authentic adventure and 'peak experiences' in the mountains, rivers, and coastal environments around the Centre.

We are recruiting for an Assistant Manager, to join our existing staff team on a full-time, permanent basis.

The Post Holder will have the responsibility for managing the outdoor educational delivery including staff, safety management, resources and programme.

Key aspects of the role will include:

- A member of the Centre Senior Management Team who deputises for the Centre Manager in their absence.
- Foster the delivery of safe, enjoyable, stimulating and educational outdoor experiences to a range of clients. Further the Arthog dynamic, reflective and responsive teaching ethos and support our aspiration for high quality outdoor education and client care.
- Line manage the outdoor education staff team, freelance staff and trainees to monitor their practice and ensure their awareness and understanding of Centre policies and procedures.
- Develop and maintain records to evidence all instructor qualifications and ratification of competence.
- Allocate Outdoor Education staff and book freelance staff as required.
- Manage allocated budgets effectively to maximise best value, and to ensure accurate records are maintained.
- Develop and implement outdoor education policies and procedures including Centre Guidelines, risk-benefit assessments, the venues book, accident and near miss reporting and lesson learned.
- Take responsibility for outdoor activity staff development and training; identify training needs.
- Maintain an overview of activity equipment and clothing to ensure safety and maintenance is to a high standard, storage is effective and well presented, and inventories are maintained.
- Understand internal, T&W and national policies which apply to the educational operation of the Centre and advise the Centre Manager in their application. This role specifically includes site specific safety checks including the organisation of external assessors.
- Coordinate and manage the whole Centre for a required number of courses each year; Lead activity sessions at times of high demand or to cover staff absence. Contribute to the day-to-day routines necessary for the effective operation of the Centre and be a duty instructor and work occasional weekends.

- In conjunction with other Arthog SMT post holders fulfil a Designated Safeguarding Lead role for safeguarding whilst ensuring all recording and reporting is accurate and up to date

The ideal candidate will have previous experience, with good knowledge and understanding in the delivery of outdoor education. Please refer to the Person Specification for the **essential** qualifications and entitlements, for delivering outdoor adventure activities. Candidates will need to hold the essential qualifications, driving licence entitlements and experience, or their application will not be considered.

Starting salary £34,834 per year

Normal hours based on 37hrs per week, including some evening and weekend work (for which Time Off In Lieu is accrued, and taken at a time mutually agreed with the Centre Manager).

Annual leave entitlement starts at 23 days and 8 bank holidays plus 1 concessionary day.

Local Government Pension option available.

Personal development and training package agreed, through regular contact with the Centre Manager

To apply, and for further information, please follow the link below:

[Telford & Wrekin Council Jobs - Assistant Centre Manager \(wm-jobs.co.uk\)](https://wm-jobs.co.uk)

We are committed to equality and diversity. Posts working with children or vulnerable groups will be subject to an appropriate criminal records check.

The closing date for applications will be **22.5.2024**