CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Education, Employment and Skills**  |
| **POST TITLE: Operational Lead – Outdoor Learning**  | **REPORTS TO: Business Development Manager – Outdoor Learning**  |
| **GRADE: SO1 / SO2**  | **SAP POSITION NUMBER :**  |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

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| **Key Purpose of Post:**  |
| * To be responsible for all aspects of the operational management of the Outdoor Centre, contributing toward Centre developments and the longer term viability of the Centre.

 * To plan activity programmes that comply with statutory guidance, best practice and the Centres operating procedures to ensure delivery of an outstanding outdoor offer for visiting groups
* To work closely with visiting leaders and the centre staff to provide advice, guidance and leadership and to act as a source of technical expertise within the parameters of the qualifications held.
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| **Main Responsibilities of Post:**  |
| 1. To positively promote the value of outdoor learning and maximise the use of the Outdoor Centres
2. Use flare and initiative to develop curriculum based learning, outdoor and adventurous activity programmes using suitable and sustainable activity venues, always ensuring that there is a high quality outdoor learning offer.
3. Implement and have regard to the council policies and procedures, including those relating to finances and promoting the Councils values and vision
4. Provide day to day management of the Centre and its staff in accordance with the Centres safety policy and operating procedures, including specifically the development of activity staff, supervision and oversight of the activity programme and safety back up systems.
5. Responsible for the supervision of instructional staff and those on work placements, monitoring the standards and quality of programmed activities and identify training needs that develop the capabilities of centre staff and promote on going improvements to standards and performance
6. To work closely with user groups including schools, colleges, individuals and national governing bodies in providing appropriate educational and adventure experiences in the natural environment, including developing programme resources for use by centre staff and visiting groups
7. Lead and instruct visitors in a range of outdoor activities including technical skills training and to ensure that with all such activities safety is a paramount factor
8. Responsible for the managing and implementing PCV driver hours / working time regulations including driver card and tachograph downloads, including driving groups to and from activity venues, using centre or hire vehicles as required to meet programme commitments and in accordance with Council policy and EU regulations
9. Responsible for groups of students, including acting in loco parentis, for children in accordance with the Centres Safety Policy and Operating Procedures.
10. Ensure that visiting staff and students are adequately supported, assisting them in gaining maximum benefit from their residential experience. Providing visitors with specialist knowledge about the local environment and places of interest
11. To be aware of current developments in health and safety policies and practices, instructional techniques and skill areas, and be able to relate these developments to work at the Centre
12. To issue, record and receive items from the Centre’s equipment stores and assist with equipment maintenance
13. To make recommendations to the Business Development Manager regarding suitability, stock levels and purchase of equipment
14. Be available for ad hoc contact for out of hours emergencies, and take responsibility for compliance with Centre Operating Procedures, Health and Safety legislation as it relates to outdoor learning including reporting against RIDDOR any near misses and other reportable incidents.
15. To undertake other duties as necessary in line with the Service needs and within scope of the post. .
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| **Structure:** |
| **Special Knowledge Requirement: Essential for shortlisting.**  |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** |
|  | **Essential** |
| 3 years experience of successfully managing residential outdoor education provision  | X |
| Able to demonstrate a high level of business acumen and flair, with high levels of integrity, honesty and credibility which inspires confidence and trust from stakeholders  | X |
| Demonstrated leadership and experience in developing, planning and delivering programmes of outdoor learning for children, young people and adults.  | X |
| Demonstrated ability to lead a team to deliver high quality outdoor activity programmes for children, young people and adults  | X |
| Uses knowledge, safety policies , procedures and regulations, including risk management complying with national guidance, statutory compliances and requirements for the delivery of Outdoor Education | X |
| Carries out the working practices, procedures and basic operations to ensure the delivery of high quality outdoor learning and education opportunities, providing support to schools and organisations who work with young people | X |
| Oversees the management of an allocated budget, securing income and keeping costs within agreed levels for their own work and that of the Outdoor Centre | X |
| Uses, interprets, analyses and communicates information relating to the support requirements of schools to deliver their attainment and achievement goals supported by an Outdoor Learning Framework | X |
| Demonstrate a commitment to addressing equality and diversity issues in their own work and that of the wider team | X |
| Uses a range of specialist ICT and other systems across own work area and across other areas of work to support the development of Outdoor Education and Learning Programmes | X |

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| **Relevant experience requirement: Essential for shortlisting** |
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| Significant experience within an outdoor education setting relating to the delivery of Outdoor Learning  |
| Experience of effective, creative management and development of resources including buildings, people and finances |
| Experience of delivery within diverse communities to address educational, cultural and equality outcomes of outdoor education |
| Experience of developing curriculum based activities with schools for residential settings |
| Essential for applicant to hold a full UK driving licence (D1 category) |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| **Essential:*** + **MT: Summer Mountain Leader Award**
	+ **MT: Single Pitch Award**
	+ **BCA: Local Cave Leader Level 1**
	+ **First aid qualification** (min 16 hours learning with Basic Life Support)
	+ **PCV D1 driving licence** (unrestricted, for hire and reward)
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| **Core Employee competencies at manager level to be used at the interview stage.**  |
| **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.  |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.  |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

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| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets and celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **Working Conditions:**   |
|  The post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
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| **Special Conditions:**  |
| There is a requirement for the post to have an Enhanced DBS recruitment check and for the post holder to be physically able to undertake the key responsibilities of the post inoutdoor environments in all weathers. |
| **Heather Wilson** **March 2018**  | **Grade Assessment** **01.04.18**  | **Post Grade:** **SO1/2**  |