Routeways Centre Limited

**JOB DESCRIPTION**

**2021**

**Employer:** Routeways Centre Limited

**Job title:**  **Outdoor Activities Co-ordinator**

**Salary:** Competitive (Dependant on qualifications and experience)

**Hours:** 37 hours per week (evening and weekend working involved)

**Responsible to:** Deputy Chief Executive

**Work location:** Devonport Park Activity Centre, Devonport PL1 4BU

**Purpose:** The post holder will manage the portfolio for all Outdoor Activities projects, maintenance of the equipment and associated licenses. The post holder will develop a varied, inclusive and stimulating programme of sessions for the range of projects Routeways offer. The post holder will support the wider work of Routeways and its projects incorporating outdoor activities where appropriate.

### Main Duties

# Oversee, manage, and lead delivery of the Adventurous activities offered by Routeways under contract and for Ad hoc purchases by schools and other groups.

* Manage referrals into the relevant projects held under the post holders portfolio, ensuring familiarisation and smooth transition into the appropriate service.
* Liaise with key stakeholders, parents, social services amongst others to ensure the best needs of the Child and Young Person are met.
* Attend and contribute to meetings, including Child in Need and Educational Health and Care Plan meetings.
* Develop and integrate a varied, diverse and inclusive programme of Outdoor activities to support the projects of Routeways and its beneficiaries.
* Maintain relevant paperwork, including Risk assessments in relation to the postholders portfolio. Ensure they are fit for purpose, maintained and updated.
* Maintain, service and replace equipment required for the safe and effective delivery of adventurous activities
* Maintain the levels of recordkeeping and standards for the renewal of adventurous activities licensing requirements (AALA, LoTC, Adventure Mark)
* Ensure information held on the lamplight database is accurate and up to date for clients under project portfolio
* Ensure reporting procedures are adhered to and reports are made to the correct person in a timely manner
* To lead (in line with qualification and ability) the development and qualification of other staff in Adventurous activities.

# Additional duties

It is the nature of work within Routeways that tasks and responsibilities are in many ways unpredictable and varied. All employees are, therefore, expected to work flexibly when the occasion arises so that tasks not specifically covered are undertaken.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Experience** | Outdoor activities qualifications  Instructional qualifications in at least one of the following:  Canoeing, kayaking, climbing, hill walking, orienteering, | Higher educational qualification  Youth/community qualification or equivalent |
| **Occupational**  **Experience** | Experience with children and young people with additional needs  Experience in managing children and young people’s behaviour in various situations  Delivery of varied programme of activities in an outdoor environment | Experience of Adventurous Activities Licensing Authority regulations, LoTC badge, IoL etc.  Experience in a leadership or management role  Medication administration  Ability to drive minibuses |
| **General Qualities** | Excellent communicator with ability to work with people from wide range of different groups and at all levels  Interested in the wider work of the organisation |  |
| **Disposition** | Outgoing engaging personality  Focus on customer care/ service |  |
| **Specific Aptitudes** | Flexible in working hours  Ability to work as a member of a team |  |
| **Other Requirements** | Genuine desire to improve opportunities for children and young people with disabilities |  |