

## **Job Description**

**Job title:** Education Development Manager

**Responsible to:** Head of Centre

**Job purpose:** Cobnor Activities Centre Trust requires a highly motivated and innovative manager to develop a broad, balanced, and engaging activity programmes for educational establishments and individuals. Central to the role is increasing and promoting our outdoor activities and courses to a wider audience across West Sussex, Hampshire and neighbouring counties to enable them to successfully achieve their personal or curriculum outcomes.

Working directly with groups (Schools and Youth groups) to create and ensure their programme is designed to meet their specific needs. The role requires some practical knowledge and experience of outdoor education and adventurous activities. Managing and maintaining our dedicated CRM and timetabling software the successful candidate will effectively maintain our current portfolio of schools and groups while developing and expanding our services and client base to support the trusts future growth.

### **Primary responsibilities**

1. Responsible for the planning, coordinating with the Chief Instructor, the implementation of high-quality services linked to outdoor activities to include functional skills, social skills, to include curriculum and accreditation learning.
2. To promote CACT's services to a wide range of educational establishments across, West Sussex, Hampshire, Surrey and other counties.
3. Communicating and liaising with Educational and Youth organisations to design and implement a programme of activities while at Cobnor Activities Centre Trust
4. Creating promotional material to promote our services to partners and user groups via social media, updating the website and publications.
5. Carry out promotional and follow up meetings with schools and youth organisations to support their programme outcomes.
6. Managing and maintaining our dedicated CRM and timetabling software to support both our clients and the Trust.
7. Supporting staff with further training and development of our CRM and timetabling software.

### **Secondary responsibilities**

1. Delegating tasks where appropriate, assisting the Chief Instructor to ensure that activity sessions are delivered safely and to a high and professional standard, reflecting CACT mission and purpose.
2. Continue to develop and review learning resources and programmes linked to CACT's activities.
3. Lead and develop learning and educational links for CACT's activities to support teachers and educational organisations.
4. Be part of the duty team supporting the Head of Centre in the day-to-day running of the Centre, this includes some evening and weekend working.
5. To deputise for the Head of Centre during periods of absence and deliver the daily operational staff briefings when appropriate.
6. To carry out any other duties as requested by the Head of Centre.

## Person Specification for Education Development Manager

Role Specification	Essential	Desirable
Able to communicate the educational value of outdoor activities and develop, resources and learning links to support teachers	✓	
Able to develop and design programs and products to support both personal and educational outcomes.	✓	
To hold a degree or equivalent in a relevant subject which will both support the Trust and role.	✓	
Has an appreciation for the environment and sustainable development of the trust mission and ethos.	✓	
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Successfully complete the Enhanced Disclosure and Barring Service process.	✓	
Hold a full UK driving licence	✓	
Has knowledge and experience of how to gain, measure and analyse the impact of our products and services through feedback.	✓	
Is willing to develop their own capabilities and qualifications	✓	
Possesses a high level of interpersonal skills and team values	✓	
Is a good communicator and has a high standard of organisational skills	✓	
Has good practical knowledge of IT programs and services to include all Microsoft office packages, Customer relationships management systems (CRM). (Additional training will be given to our CRM system)	✓	
Hold a formal teaching qualification to include QTS qualification or equivalent		✓
Hold a first aid qualification.		✓
To have experience of Outdoor adventurous activities or hold coaching qualifications or from recognised national governing bodies to include the Royal Yachting Association, British Canoeing or Mountain Training UK or significant other sporting governing body		✓
Has knowledge and experience of how to achieve and measure the impact of outdoor learning.		✓