

Job Description

Job title: Outdoor Education Development Manager

Responsible to: Head of Centre

Job purpose: Cobnor Activities Centre Trust requires a highly motivated and innovative Outdoor Education leader to manage and develop a broad, balanced and engaging activity programme. Core to the role is promoting the relevance of CACT outdoor activities and courses to a wide range of educational establishments (across West Sussex, Hampshire and neighbouring counties) to enable them to successfully achieve / deliver their curriculum targets

The role requires both supervisory and practical knowledge and experience of outdoor education and adventurous activities. The successful candidate will have experience, qualifications and abilities to develop and coordinate programmes while supporting the activity staff team.

Responsibilities

1. Responsible for the planning, coordinating and implementation of high-quality services linked to outdoor activities to include functional skills, social skills, curriculum based 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 schools, colleges and youth groups to design and implement activities for their programme while at Cobnor Activities Centre Trust.
4. Carry out promotional and follow up visits, to schools and organisations to support their programme outcomes in conjunction with the Head of Centre.

Secondary functions

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. Develop the implementation and delivery of the Duke of Edinburgh's Award scheme at Cobnor Activities Centre Trust
3. Continue to develop and review learning resources and programmes linked to CACT's activities.
4. Lead and develop learning and educational links for CACT's activities to support teachers and educational organisations.
5. To carry out any other duties as requested by the Head of Centre.
6. 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.
7. To deputise for the Head of Centre during periods of absence and deliver the daily operational staff briefings when appropriate.
8. Co-ordinate with the Chief Instructor, the training and supervision of instructional staff.

Person Specification for Outdoor Education Development Manager

Role Specification	Essential	Desirable
Able to communicate the educational value of outdoor activities and develop lesson plans, resources and learning links to support both Instructors and teachers	✓	
Able to develop and design programs and products to support educational targets and outcomes.	✓	
To hold a degree or equivalent in a relevant subject which will both support the Trust and its services.	✓	
Experienced in supervising and developing others in the safe performance of their duties to leading outdoor activities. Competent in leadership and management.	✓	
Hold a formal teaching qualification to include QTS qualification or equivalent.	✓	
Hold both personal and coaching qualifications from recognised national governing bodies to include the Royal Yachting Association, British Canoeing or Mountain Training UK	✓	
Has an appreciation for the environment and sustainable development of both clients and CACT.	✓	
Has experience in land-based activities to include low-ropes, orienteering, problem-solving, team building etc		✓
Has knowledge and experience of how to achieve and measure the impact of outdoor learning.		✓
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 systems)		✓
Hold a first aid qualification.	✓	
Hold a full UK driving licence.	✓	
Successfully complete the Enhanced Disclosure and Barring Service process.	✓	