

MONMOUTHSHIRE COUNTY COUNCIL
GWENT OUTDOOR EDUCATION SERVICE

Post title	Site co-ordinator
Post number	LLL OESC G
Salary	Band H, SCP 33-37 (£28,746-£31,846)
Hours	37 per week
Location	Gilwern Outdoor Education Centre
Further details	Ian Kennett 01600 750221
Closing date	TBC
Interviews	TBC

Required from September 2015 a site co-ordinator to join our existing team within the Gwent Outdoor Education Service. The service provides outdoor adventure activities to a wide range of clients, mainly young people from schools, colleges and youth services. Extensive experience and qualifications in a number of activity types is essential. This post is initially temporary for 1 year.

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

For an informal discussion, contact Ian Kennett (Head of Service)
01600 750221 ian@gwentoutdoorcentres.org.uk

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau wrth bob rhan o'r gymuned.

Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to an enhanced disclosure check.

Closing Date: 26th June 2015 12 noon.

SITE CO-ORDINATOR
GILWERN OEC, ABERGAVENNY, NP70EB
REF: LLL OESC G

Required from September 2015 to join our existing team of 10 outdoor education staff.

- Site co-ordinator
- 23 days leave plus Bank holidays, rising to 30 days dependant on length of service

The Gwent Outdoor Education Service manages three residential centres under joint arrangements with the unitary authorities of Blaenau Gwent, Torfaen, Monmouthshire and Newport. Monmouthshire C.C. is the host authority.

The three centres are:

- Gilwern Outdoor Education Centre, Ty Mawr lane, Gilwern, Abergavenny
- Talybont Outdoor Education Centre, Talybont on Usk, Powys
- Hilston Park Outdoor Education Centre, Skenfrith, Nr Monmouth

These Centres provide a wide range of courses and facilities for Outdoor Education to Colleges, Primary Schools, Secondary Schools, Youth Organisations and Industry. Gilwern and Hilston Park are licensed by the Adventure Activities Licensing Authority to deliver adventure courses which include kayaking and canoeing, rock climbing and abseiling, hill walking, mountaineering, gorge scrambling, caving and mine exploration. The Talybont OEC generally provides environmental education courses.

Gilwern OEC has capacity for around 70 students plus visiting staff, set in around 10 acres of grounds including high ropes course, on site problem solving, orienteering and environmental studies areas such as woodland, meadow and small lake.

MAIN PURPOSE OF THE JOB:

- To co-ordinate activities, staff and resources at the site
- To plan, deliver and evaluate high quality outdoor learning programmes to visiting groups, ensuring that agreed service standards and outcomes are met
- To have a positive input to the overall development of the outdoor education service.

MAIN DUTIES:

1. Oversee the day to day running of the Gilwern site
2. Liaise with course organisers and visiting staff for the planning and content of courses to ensure that course aims and outcomes are achieved.
3. To ensure all work and conduct complies with the corporate aims and policies of the Service and Local Authority.
4. Lead and contribute to the outdoor activity programme which includes adventurous and environmental activities on land and inland water environments
5. Ensure all aspects of Health and Safety policies and procedures relating to the courses, activities and operation of the Centre are complied with.

OPERATIONAL RESPONSIBILITIES:

1. Oversee the day to day operation of the site and associated activities.
2. Teaching of outdoor activities
3. Undertake on-call duties
4. Be a member of the Outdoor Service management group
5. To assist with the operation of the centre shop as necessary.
6. Ensure clear and effective communications with colleagues, visitors and groups in order to facilitate the smooth running of the Centre.
7. Contribute to the marketing and promotion of the service, as required.

8. Participate in such tasks relating to the responsibilities and duties described above and any other duties which may reasonably be assigned from time to time by the head of service.

SPECIFIC TERMS AND CONDITIONS:

This is a varied role that requires flexibility in order to meet the fluctuating demands of the service users, without losing the quality of service provision.

The post is full time. This amounts to 432 sessions annually. A session being a morning or afternoon or evening. Typical working week is 10 sessions. Precise working days will reflect the demands of clients. Weekend working is expected.

The Centre programme is generally based on Monday to Friday courses with a number of weekend courses throughout the year. Staff are required to work flexibly in response to the programme requirements and workload.

Members of staff are required to work occasional evening and morning duties and on camps away from the Centre.

Staff may be requested to sleep at the Centre when circumstances determine.

Staff will be given advance notice of required working commitments.

Staff supervising participants will be provided with a packed lunch during the day and meals when on duty at the Centre, these to include evening meals and breakfast.

The bulk of the annual leave will be taken at those times when the Centre is closed or at non-peak times and other leave will be arranged to take into account the needs of the Centre.

On occasion staff are required to work at other sites with in the Gwent Outdoor Education Service.

Person Specification-
Site co-ordinator REF: LLL OESC G

Essential:

1. Educated to degree level or equivalent plus teaching or youth work qualification
2. Evidence of possessing a minimum of three of the following National Governing Body Awards:
Mountain Leader Training Board-summer
Single Pitch Award
British Canoe Union level 2 (old scheme) or UKCC level 1 plus appropriate 4 star (new scheme)
Local Cave Leader Level 1
3. Experience/ability to manage small team of staff
4. Experience/ability to manage the physical resources of the site (buildings and plant)
5. Current, driving license including D1 plus E.
6. Practical experience of delivering a wide range of outdoor education activities, including co-ordinating courses.
7. An ability to demonstrate knowledge of appropriate Health and Safety and Child Protection Policy regulations as they apply in an outdoor education setting.
8. Physical ability to lead in a variety out outdoor environments

Desirable:

Forest schools training
British Orienteering Federation - Instructor Award (old scheme) or UKCC level 1
GNAS Archery leader
MIAS mountain bike leader level 2 or British Cycling -Trail Cycle Leader
APIOL
Higher level NGB award