CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Education, Employment and Skills** | |
| **POST TITLE: Business Development Manager – Outdoor Learning** | **REPORTS TO: Commissioner (Youth Provisions)** | |
| **GRADE: PO5** | | **SAP POSITION NUMBER : 50106294** |

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.

**Please see the separate guidance information on how to complete the form located on BRADNET**

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| **Key Purpose of Post:** | |
| * To continuously improve strategies, methods and practices to deliver an outstanding service offer by the Outdoor Learning Centres * Responsibility for the management and development of outdoor learning services and staff at Ingleborough Hall and Buckden House Outdoor Centres * To lead the commercial management of the outdoor learning offer and centres within statutory guidance and best practice. Through the implementation of business strategies with the aim of increasing the customer base, turnover and profitability | |
| **Main Responsibilities of Post:** | |
| 1. To undertake overall strategic, operational and commercial management responsibility for the Ingleborough Hall Outdoor Education Centre and Buckden House Outdoor Education Centre. 2. Responsible for the ensuring all centre users are comprehensively safeguarded through risk management approaches to on site and off site activities within future Trust and current Centre and Council guidelines, within statutory guidance and best practice and assurance processes. 3. You will provide professional leadership which ensures that the Centres provide a broad range of exciting, safe outdoor learning opportunities based on the national curriculum, educational needs and personal development of children and young people. 4. Provide leadership in the long term development of Ingleborough Hall and Buckden House as part of the arrangements for Outdoor Learning in the District, inspiring and motivating staff and commercial management of the centre to ensure growth and sustainability. 5. To undertake budget responsibility for securing the long term viability of the Outdoor Centres, providing the day-to-day financial management to ensure the continued success and at all times operate with appropriate financial discipline to ensure that the reputation and financial interests of the Council are met 6. To prepare and develop with professional creativity, flair and initiative the Ingleborough Hall and Buckden House Outdoor Centre Plans alongside key internal and external stakeholders and users which reflects local developments to support Outdoor Learning in the District 7. To work closely with user groups, including schools and colleges, individuals, and National Governing Bodies in providing exciting, educational and adventurous experiences in the natural environment within Trust and Council guidelines 8. Provide day to day line management of Ingleborough Hall and Buckden House and its staff in accordance with the Council’s policies including the deployment of staff, the supervision of activity programmes, regular one to one supervision and appraisals. 9. To ensure that management of equipment, its suitability, stock levels, and purchasing requirements Ingleborough Hall and Buckden House are fully delivered 10. To undertake duties which maximises all opportunities to promote, develop and celebrate the work of Ingleborough Hall and Buckden House Outdoor Centre through a comprehensive approach to marketing and promotion that secures high levels of occupancy of the residential blocks and significant day time use of the wider facilities of the site 11. To undertake reporting to the future Trustees of Ingleborough Hall and Buckden House Trust, relevant Council Committees and Children’s Service Management including an annual report and six-monthly Performance Management Review of the Centre and its staff 12. To actively create and promote outdoor learning opportunities which cater for and celebrate the equality and diverse needs of the District and follows equal opportunities practice within future Trust and Council guidelines. Particularly focussing on to children and young people from communities who are traditionally harder to reach including those who are new to the District, LGBT, disabled and those with poor mental health. 13. To play a key role, with Managers in Children’s Services in the development of appropriate Trust arrangements for the Outdoor Centres and for the Council’s wider Outdoor Learning Provision 14. To undertake other duties as necessary in line with the requirements for the post. | |
| **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** |
| Able to demonstrate a high level of business acumen and flair that can ensure the long term viability of the centre so that it supports the achievement of educational outcomes for children and young people | X |
| Demonstrated leadership in terms of commercial development and implementation of business strategies | X |
| Demonstrated ability to increasing customer base, turnover and profitability of service area | X |
| Uses knowledge, safety policies , procedures and regulations, including risk in own area of work to meet the national guidance, statutory compliances and requirements for the delivery of Outdoor Education | X |
| Carries out the working practices, procedures and basic operations across Ingleborough Hall and Buckden House Outdoor Centre to ensure the delivery of high quality Outdoor Learning and Education support to schools and organisations who work with young people | X |
| Uses a range of specialist ICT and other systems across own work area and or across other areas of work to support the development of Outdoor Education and Learning Programmes | X |
| Oversees the management of a budget, securing income and keeping costs within agreed levels for their own work and that of the Outdoor Centres | X |
| Uses, interprets, analyses, communicates complex information relating to the support requirements of schools to deliver their attainment and achievement goals supported by an Outdoor Learning Framework | X |
| Understands, has developed and planned appropriate programmes for Outdoor Learning in schools, including capturing pupil voice in their design | X |
| Demonstrate a commitment to addressing equality and diversity issues in their own work and that of the wider team | X |
| Demonstrates the use of a range of adventurous outdoor activity delivery skills and innovative practice to deliver the desired outcomes for Outdoor Education | X |
| Demonstrates the ability to involve and support a wide range of stakeholders, particularly those external to the Council in the ongoing development of Outdoor Learning and that of Ingleborough Hall and Buckden House Centres | X |
| 3 years relevant experience of successfully managing residential outdoor centre provision | X |

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| **Relevant experience requirement: Essential for shortlisting** |
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| Significant experience or equivalent within an outdoor education setting relating to the delivery of Outdoor Learning including curriculum planning and co-ordination |
| 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 |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| **Holder of a recognised degree qualification in an appropriate area eg outdoor education, finance, marketing or management studies**  **Plus One or more of:**   * + **BCA Cave Instructor Certificate / MLT Mountaineering Instructor Award**   + **BCA Local Cave Leader Level 2 Award; MLTE Mountain Leader Award; MLTE Single Pitch Award; (as appropriate to above).**   **Plus:**   * + **First aid qualification.**   + **PCV D1 driving licence (unrestricted, for hire and reward)** |
| **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 & 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 in all weathers | | |
| **Compiled by:**  **Graham Hutton**  **/ Heather Wilson**  **Reviewed: July 2017** | **Grade Assessment**  **June 2015** | **Post Grade: PO5** |