CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Education, Employment and Skills** | |
| **POST TITLE: Operational Lead – Outdoor Learning** | **REPORTS TO: Head of Centre** | |
| **GRADE: SO1 / SO2** | | **SAP POSITION NUMBER :** |

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.

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| **Key Purpose of Post:** | |
| * To be responsible for all aspects of the operational management of the Outdoor Centre, contributing toward Centre developments and the longer term viability of the Centre.      * To plan activity programmes that comply with statutory guidance, best practice and the Centres operating procedures to ensure delivery of an outstanding outdoor offer for visiting groups * To work closely with visiting leaders and the centre staff to provide advice, guidance and leadership and to act as a source of technical expertise and specialist knowledge. | |
| **Main Responsibilities of Post:** | |
| 1. To positively promote the value of outdoor learning and maximise the use of the Outdoor Centres 2. Use flare and initiative to deliver and develop curriculum based learning and outdoor activity programmes using the centres grounds and the local environment, always ensuring that there is a high quality outdoor learning offer. 3. Implement and have regard to the Centre policies and procedures, including those relating to finances and promoting the Councils values and vision 4. Provide day to day management of the Centre’s operations and its staff in accordance with the Centres safety policy and operating procedures, including specifically the development of activity staff, supervision and oversight of the activity programme and safety back up systems. 5. Responsible for the supervision of teaching staff and those on work placements, monitoring the standards and quality of programmed activities and identify training needs that develop the capabilities of centre staff and promote on going improvements to standards and performance 6. To work closely with user groups including schools, colleges, individuals and other governing bodies in providing appropriate educational and outdoor learning experiences in the natural environment, including developing programme resources for use by centre staff and visiting groups 7. Lead and instruct visitors in a range of outdoor learning and activity programmes and to ensure that with all such activities safety is a paramount factor 8. Responsible for groups of students, including acting in loco parentis, for children in accordance with the Centres Safety Policy and Operating Procedures. 9. Ensure that visiting staff and students are adequately supported, assisting them in gaining maximum benefit from their experience. Providing visitors with specialist knowledge about the local environment and places of interest 10. To be aware of current developments in health and safety policies and practices, teaching techniques and curriculum requirements, and be able to relate these developments to work at the Centre 11. To manage the Centre’s curriculum and equipment stores and coordinate equipment maintenance 12. To make recommendations to the Head of Centre regarding suitability, stock levels and purchase of equipment 13. Be available for ad hoc contact for out of hours emergencies, and take responsibility for compliance with Centre Operating Procedures, Health and Safety legislation as it relates to outdoor learning including reporting against RIDDOR any near misses and other reportable incidents. 14. To undertake other duties as necessary in line with the Service needs and within scope of 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** |
| 3 years experience of successfully managing day and residential outdoor education provision | X |
| Demonstrated leadership and experience in developing, planning and delivering programmes of outdoor learning for children, young people and adults. | X |
| Demonstrated ability to lead a team to deliver high quality outdoor activity programmes for children, young people and adults | X |
| Uses knowledge, safety policies , procedures and regulations, including risk management complying with national guidance, statutory compliances and requirements for the delivery of Outdoor Education | X |
| Carries out the working practices, procedures and basic operations to ensure the delivery of high quality outdoor learning and education opportunities, providing support to schools and organisations who work with young people | X |
| Uses, interprets, analyses and communicates information relating to the support requirements of schools to deliver their attainment and achievement goals supported by an Outdoor Learning Framework | X |
| Able to demonstrate high levels of integrity, honesty and credibility which inspires confidence and trust from stakeholders | X |
| Demonstrate a commitment to addressing equality and diversity issues in their own work and that of the wider team | X |
| Uses a range of specialist ICT and other systems across own work area and across other areas of work to support the development of Outdoor Education and Learning Programmes | X |

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| **Relevant experience requirement: Essential for shortlisting** |
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| Significant experience within an outdoor education setting relating to the delivery of Outdoor Learning |
| 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 |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| **Essential:**   * + **Teaching Qualification or Level 3 Outdoor leadership qualification**   + **First aid qualification** (min 16 hours learning with Basic Life Support) |
| **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 and 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  outdoor environments in all weathers. | | |
| **Heather Wilson**  **March 2018** | **Grade Assessment**  **01.04.18** | **Post Grade:**  **SO1/2** |