



Coventry City Council

## Job Description

<b>Post:</b>	Outdoor Educational Lead	<b>Job Number:</b>	A5628
<b>Service:</b>	Outdoor Education Service	<b>Post Number:</b>	1036804
<b>Location:</b>	Coventry	<b>Grade:</b>	8

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

- To lead the delivery of all operational systems which provide high-quality, effective and economically-viable outdoor learning sessions within Coventry either at a recognised venue or in school grounds, with line management responsibility for all staff employed to teach and/or assist the programmed sessions and budgetary responsibilities for this area of outdoor education.
- To ensure the post holder is up to date in the knowledge around statutory responsibilities for Trips and visits undertaken by schools and offer advice and guidance.
- Support the development and implement programmes of high-quality activities available year-round. Ensuring that the programme delivers an outstanding experience for all visitors in Coventry, ensure this area is able to provide a significant commercial return to the organisation

### Main Duties and Responsibilities:

1. To have an up to date working knowledge of all the Department for Education, statutory responsibilities for ensuring all trips and visits across Coventry meet national guidance levels and Health and Safety legislation.
2. To have lead responsibility for operations within Coventry City, overseeing all aspects of the day to day delivery of high-quality outdoor learning sessions by the staff team. Directly manage the staff team and any trainees, including the selection, appointment, induction, integration, deployment, training, and development of staff, through the effective application of the appraisal system.
3. Develop the team through individual and team development, development of roles, responsibilities and relationships so as to align service needs with individual skill-sets/competencies and oversee a culture of high quality provision including all aspects of safety (Adventure Activities Licensing Authority compliance, staff competencies and equipment use).
4. Develop a policy for activity and course provision in Coventry which is linked to the curriculum by advising and supporting the team in their work liaising with curriculum leaders-in schools developing outdoor learning sessions, the necessary resources and their links to the curriculum.

5. Manage the staffing and equipment budgets to ensure that all courses are appropriately resourced, with requirements being integrated in a strategic renewal/replacement cycle.
6. Lead an innovative approach to review and develop operational functions which support the delivery of a high-quality service in the City by incorporating user feedback and course evaluation data.
7. Work effectively with Outdoor Education Service Senior Leadership Team colleagues by contributing specialist skills and knowledge to meetings convened to enhance service delivery and ensure the budgets are balanced.
8. Liaise with officers, teachers and course leaders in Coventry, to co-ordinate the planning and organisation of courses including target setting and course objectives.
9. To be the first point of contact to resolve issues relating to operational matters in the city relating to Trips and Guidance and the delivery of courses.
10. Take a lead in promoting the business to partners, stakeholders and prospective customers, taking a lead role in relationships with strategically important customers at the centre.
11. Support and lead the continued commercial growth and development for the Outdoor Education Service programmes, seeking ways to support growth in delivery during peak periods, identify new markets, new activities.
12. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Senior Manager – Outdoor Education

**Date Reviewed:** November 2020

**Updated:** June 2021



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Up to date knowledge of outdoor education in terms of curriculum, safe and effective practice</li> </ul>
	<ul style="list-style-type: none"> <li>Effective leadership and management in residential outdoor education contexts</li> </ul>
	<ul style="list-style-type: none"> <li>Sound academic knowledge of outdoor education theory and the contribution that attendance on a residential outdoor education course can make to raise levels of pupil engagement, attainment and achievement across subject curricular areas and personal development</li> </ul>
	<ul style="list-style-type: none"> <li>Good knowledge of data protection guidelines</li> </ul>
	<ul style="list-style-type: none"> <li>Good knowledge of child protection and safeguarding issues</li> </ul>
	<ul style="list-style-type: none"> <li>Good knowledge of budget monitoring and financial procedures</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Highly developed operational thinking, planning and leadership qualities</li> </ul>
	<ul style="list-style-type: none"> <li>Develop and sustain effective teams, with an ability to empower the development of staff by providing support and challenge in a positive, sensitive style that motivates and enthuses staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent organisational skills - being able to initiate and lead and delegate innovative work methods and practices, organise and prioritise workload during periods of conflicting pressures</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills to be able to establish effective working relationships within the team and with service users and give clear guidance and explanations to service users and colleagues in relation to systems and procedures</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to analyse, interpret and evaluate information accurately</li> </ul>
	<ul style="list-style-type: none"> <li>Able to use skills and abilities to evaluate current systems and introduce and apply new procedures</li> </ul>
	<ul style="list-style-type: none"> <li>Able to deal with confidential information appropriately</li> </ul>
	<ul style="list-style-type: none"> <li>Flexible and responsive to the changes and challenges that arise within a small residential education centre in a relatively remote location</li> </ul>
	<ul style="list-style-type: none"> <li>High expectations of pupils' learning, attainment and behaviour, and the ability to relate their experience at the centre to success in their work at school</li> </ul>
	<ul style="list-style-type: none"> <li>Able to drive centre vehicles when required</li> </ul>



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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience within a residential outdoor education context, supported by experience in a leadership role within an outdoor education service preferred</li> </ul>
	<ul style="list-style-type: none"> <li>• Highly competent activity practitioner with a range of National Governing Bodies, at least one at an advanced level</li> </ul>
	<ul style="list-style-type: none"> <li>• Handling varied and busy workloads with conflicting demands and timescales</li> </ul>
	<ul style="list-style-type: none"> <li>• Planning and implementing successful change</li> </ul>
	<ul style="list-style-type: none"> <li>• Providing first aid – up to date First Aid Certificate</li> </ul>
	<ul style="list-style-type: none"> <li>• Working alone and managing workload and priorities</li> </ul>
	<ul style="list-style-type: none"> <li>• Innovative project planning and implementation</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Educated to Degree standard or relevant years of experience in the industry. Appropriate professional accreditation with evidence of intellectual ability i.e. published papers or articles</li> </ul>
	<ul style="list-style-type: none"> <li>• Evidence of continued professional development in areas relevant to this post</li> </ul>
	<ul style="list-style-type: none"> <li>• Broad range of technical Outdoor and Adventurous Activities qualifications, including at least one at an advanced / technical adviser level</li> </ul>
	<ul style="list-style-type: none"> <li>• Remote Emergency Care First Aid qualification or willingness to undergo training</li> </ul>
	<ul style="list-style-type: none"> <li>• Full Driving Licence with D1 endorsement</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)</li> </ul>
	<ul style="list-style-type: none"> <li>• A willingness to travel to and work in Plas Dol-y-Moch in North Wales when required</li> </ul>
	<ul style="list-style-type: none"> <li>• A willingness to work outside normal hours as required by the needs of the service</li> </ul>

**Date Reviewed:** November 2020

**Updated:** June 2021