



ADVENTURE RESOURCE CO-ORDINATOR

Aberdovey Centre

Salary: £19,202 - £25,672 p.a. plus benefits, 40 hours per week

The Outward Bound Trust

The Outward Bound Trust is a charity providing adventure-based, outdoor learning for young people from six centres across the UK. In 2019, 25,000 young people took part in our courses.

Courses delivered at the centres vary in length from short week-end courses to the three-week summer courses. Participants vary in age from 11 to 20 years of age. All centres are busy and are open for all but a few weeks of the year.

The Aberdovey Centre is situated on the outskirts of the Welsh coastal resort of Aberdovey and has spectacular views over the Dyfi estuary. The centre has 186 beds for course participants. The site is set into a hillside and has an array of accommodation areas, facilities and equipment stores, visitors and staff accommodation, dining room, seminar rooms, and social spaces.

For more detailed information about the work carried out by The Outward Bound Trust and its centres, please refer to www.outwardbound.org.uk.

Nature of Role

The role of the Adventure Resource Co-Ordinator is to manage the issuing and stock management of technical resources and equipment used by students and staff on Outward Bound programmes. Also, to support the Head of Facilities to deliver safe facilities.

This role will be based in Aberdovey but also supports the Ogwen centre and will also involve occasional travel to The Trust's UK centres.

Job Description

Roles & Responsibilities.

The Adventure Resource Co-ordinator reports to the Head of Facilities (HOF) and will:

- Oversee and deliver the stores functions at the Aberdovey Centre including the Wharf and Ogwen centre.
- Oversee the day-to-day safe management of resources and technical equipment used on Outward Bound programmes
- Investigate order and stock manage the appropriate resources to enhance the adventure on Outward Bound programmes
- Work with staff and students to use the stores 'work zone' to deliver high quality learning for Outward Bound programmes

- Ensure that all equipment issued is fit for purpose
- Work with the Head of Facilities, programmer and logistics team to ensure the appropriate supervision of the stores work zones are maintained
- Oversee The Trusts local resource relationships with the following:-
 - Internal stakeholders/external clients and buyers/ external customers, stakeholders and trustees/ internal and external governance, such as Adventurous Activities Licensing Service (AALS), safety committees and the Health and safety executive
- Be an active member of The Trust national procurement team and lead locally to buy better
- Work with other Adventure Resource Coordinators on national projects
- Lead locally on national Adventure Resource Coordinator projects
- Assist the maintenance team in their wider centre responsibilities
- Deputise for the Head of Facilities in their absence where appropriate
- Respond to facilities related issues. This will include some out of hours working.
- Take on any other responsibilities deemed appropriate.
- Maintain safety standards, operating within The Outward Bound Trust policy, guidelines and rules for Risk Management
- At all times present a professional image supporting the reputation of The Trust
- Work in such a way as to support The Trust's commitment to environmental sustainability.

Hours of Work

The Adventure Resource Co-ordinator:

- Will work five days a week Mon to Friday 0830- 1700.
- When there is a weekend course, you will provide support to account for the equipment on a Sunday.

Person Specification

This role might suit people wanting to progress in a career in the outdoors. However, this is not key criterion for appointment to the post.

Skills and knowledge requirements

- To be organised (essential)

- PPE INSPECTION - ROSPA APPROVED COMPETENT PERSON (desirable)
- Have sound underpinning business knowledge gained through experience of working in industry, or the Educational sector (essential)
- Have experience of scheduling task, resource and people (desirable)
- To be able to use underpinning knowledge, and the local work zone to deliver learning for young people (essential)
- IT literacy, preferably competent in the use of Excel, Word, Outlook (essential). One Drive and One Note (desirable).
- To have a full driving license (essential) and could obtain a D1 entitlement (desirable)
- To be able to articulate the value of Learning and Adventure for young people (essential).
- To have knowledge and experience of mechanical, electrical systems operation and maintenance (essential).

Behaviours and attributes

- Drive, determination and passion
- Ability to work flexibly as part of the Facilities Team
- Demonstrate professionalism and contribute towards a positive working environment
- To have a positive approach to supporting the development of young people
- Self-motivated and able to contribute to a team environment
- An alignment with The Trust's purpose, values and ways of working
- Highly organised and efficient with the ability to work at pace and consistently deliver
- Desire to exceed clients' expectations
- Confident, strong communicator who is articulate in both verbal and written form
- Ability to work cross-functionally and collaboratively
- Polite, personable and reasonable.

Working Together Across The Trust

The Outward Bound Trust is a charity with over 300 skilled and talented employees who work together collaboratively in a variety of situations. To be effective we need to trust and value each individual to do their best to achieve our overall aims to develop young people. To achieve this, staff across the organisation have developed "The Way We Work Together at The Trust". This, we believe, is the way that we should work together within The Trust. This is the culture that we want all employees – from the CEO to the rawest new recruit – to play their part in developing:

1. We are proud to work for The Outward Bound Trust. It is our responsibility to come to work each day determined to make it even better.

2. We are a small organisation with some very talented and deeply committed staff. Although line-management responsibilities and areas of ultimate responsibility are clear, we aim to be as non-hierarchical as possible. Constructive advice, comment or guidance from anyone to anyone is more than welcome.
3. We trust one another to do the jobs we have been recruited, trained and developed to do. Each of us taking personal responsibility lies at the heart of a great team performance. No-one should need or want to be micro-managed.
4. Everyone can be a leader because everyone is encouraged to use their “process authority” to influence what is happening within The Trust. Giving and receiving feedback, clarifying purpose and outcomes, actively listening, providing constructive suggestions are all examples of process authority and this can be exercised by any one of us at any time.
5. We should all look for ways to praise each other for the many things that we do well. In doing so we also earn the right to confront behaviour or performance which is unacceptable or which saps energy from the organisation.
6. The more effectively we communicate with each other, the better things will be.

Salary and Benefits

This permanent job will commence in November 2021.

The salary for this job is £19,202 - £25,672, for an average of 40 hours per week.

There is a 3 month probationary period from the employee’s start date.

Benefits:

- Annual Leave of 24 days increasing by one day each year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date
- Personal Accident Insurance while at work or commuting
- Choice of private healthcare (currently BUPA) or cash plan: on application after completion of probation; taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
- 8 weeks’ sick pay at full salary in any 12 months
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount
- Discounted course fees for family members to attend Outward Bound Trust courses (after 12 months service).
- Childcare voucher scheme

Terms & Conditions



Food is not provided as part of the remuneration. Meal vouchers can be purchased from our administration team.

Access to adventurous activities: you may use your time at Outward Bound to gain unpaid experience in outdoor work.

How to Apply

Anyone interested in applying should send a CV and a covering letter, explaining their fit to the Job Description and the Person Specification to:

Sharon Lloyd, Centre Administrator, The Outward Bound Trust, Aberdovey Centre, Aberdovey, Gwynedd, LL35 0RA. Email: sharon.lloyd@outwardbound.org.uk

If you have any queries regarding the information supplied or the recruitment process, please contact Jim Lee either by email jim.lee@outwardbound.org.uk, or telephone: 07595277875 during office hours.

Closing date for applications: 2 November 2021

First Interview will be held: 11th November