



Deputy Head of Centre

Appointment Brief

Deputy Head of Centre

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Simpson, Milton Keynes. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth delivers various youth programmes including the National Citizen Service (NCS), The Inspiration Programme (TIP), The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

Job Description

Job Title

- Deputy Head of Centre

Location

- Caldecotte Xperience, Simpson, Milton Keynes. MK6 3AG

Position in the Organisation

- Reports To: Director of Outdoor Education
- Responsible For: The team of Instructors
- Working With: Caldecotte Xperience team

Main Purpose and Scope of the Role

- The Deputy Head of Centre will work alongside and deputise for the Director of Outdoor Education in their absence. They will also be responsible for the day to day management of the team of Instructors.

Duties and Key Responsibilities

- To support the Director of Outdoor Education in planning, organising, adjusting and delivering programmes of water and land based adventure activities for children, young people and adults.
- To be responsible for supervising a team of Instructors and to lead their Performance Management and CPD.
- Share responsibility for site maintenance and cleanliness.
- To help to develop and implement budgets to achieve agreed targets
- To help generate repeat business by ensuring that customers have a great experience.
- To deliver adventurous outdoor programmes independently and in conjunction with other staff
- Deputise for the Director of Outdoor Education in their absence which may include the day to day risk assessment of programme delivery.
- To work closely with accompanying staff to develop and evaluate those programmes.
- To work closely with accompanying staff to set appropriate targets for children and young people and accredit their achievement.

- To ensure that the safety of all young people, staff and adults is paramount whilst they are involved at the centre or in the centre programme.
- To produce and maintain records and reports, as required by the Director of Outdoor Education.
- To maintain all specialist equipment in line with Health and Safety guidelines.
- Accident reporting.
- Support the Director of Outdoor Education to secure new customers at the centre
- Maintain a good knowledge of national and local initiatives which are of benefit to the organisation and those using the centre.
- Support the direct involvement of young people in the development of the Centre.
- To provide on call cover during evenings and weekends as a Duty Manager as required

General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by your Line Manager, CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification: Deputy Head of Centre	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
Ability to work on own initiative and prioritise workload to deliver outcomes	E	I
Ability to lead a staff team in the delivery of adventurous activities	E	I
Previous experience of managing and appraising a team	D	A
Excellent negotiation skills	E	I
Ability to work within a variety of policies	E	I
Ability to monitor and evaluate work programmes against outcomes	E	I
Selection and recruitment skills	E	I
Ability to write reports and maintain statistical records	E	I
The ability to initiate and create generic and site specific risk assessments across a range of hazardous and general activities	D	A/I
Ability to monitor the risk management of the staff team	E	I
Able to identify and strive for continual improvement across the staff team	E	A/I
Skilled at creating an appropriate enriching, safe, educational learning environment	E	A/I
Ability to develop the Outdoor Education curriculum in line with National initiatives	E	A/I
Able to manage, motivate, supervise and evaluate the work of others	E	A/I
Ability to develop and train staff in a variety of activities	E	A/I
Qualifications		
Educated to degree level or equivalent	D	A/I
Team building and management training relevant to the post	D	A
First Aid Qualification	E	A
Relevant and appropriate Outdoor Education Qualifications. Climbing Wall Instructor or Higher	E	A

RYA Senior Instructor	E	
RYI Power Boat Instructor	D	
UKCC L2 or Higher	E	
First Aid	E	
Personal Attributes		
Ability to share information with other agencies and stakeholders	E	A/I
Negotiating Skills	E	A/I
Solutions Driven	E	A/I
Leadership Skills	E	A/I
Ability to solve problems for yourself and others without direction	E	A/I
A positive, enthusiastic and 'can do' approach to work	E	I
Ability to communicate well at all levels	E	I
Ability to prioritise and manage large workloads	E	I
A team player who is outgoing, friendly approachable, flexible and enthusiastic	E	A/I
Strong interpersonal skills, tact, sensitivity and diplomacy	E	I
Understand the ethos, values and culture of Action4Youth	E	I
Demonstrate an awareness of equal opportunities	E	I

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to jan.knight@action4youth.org

If you would like an informal chat regarding the role, please email Jan Knight (as above) or call 0300 003 2334

Closing Date for Applications: Friday 3 September at 12.00 noon

Interview Date: Monday 13 September 2021 at the Caldecotte Xperience, Milton Keynes. MK6 3AG

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Telephone: 0300 003 2334
www.action4youth.org

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.