



Recruitment Pack

Outdoor Education Assistant and Premises Support

Job Title: Outdoor Education Assistant and Premises Support

Hours: Sessional - As required (approx. 10-15 hours per week March – October) but possibility for additional work all year round. Some weekend and evening working will be required.

Salary: Between £12.50 and £15 an hour dependent on experience. Hours will be paid monthly, in arrears, according to the number of hours worked

Location: Oxenwood Outdoor Education Centre with work at Linkenholt Adventure Centre, Wiltshire

Contract: Casual worker

Supervisor: Deputy Centre Manager, Oxenwood Outdoor Education Centre

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 5)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline

Ongoing process
Interview following application

Community First is an equal opportunities employer

About the Role

Community First is a dynamic charity (Registration Number 288117) committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do. Our outdoor education arm is run through our two sites at Oxenwood and Linkenholt and they offer residential activities to school, youth groups, and clubs. Programmes are bespoke, designed around each group's learning goals, and delivered by experienced instructors.

We are looking for someone to assist with general duties across two Outdoor Education sites of Oxenwood and Linkenholt Centre sites, including liaison with groups pre and post booking, preparing the site in readiness for the groups including opening and closing the site, cleaning, equipment checks, and grounds maintenance such as grass cutting.

We are also seeking someone who ideally would like to develop their instructor career with potential for involvement in Alternative Provision delivery at both sites and general instructor support. However, this is not essential.

The role will include evening, weekend and school holiday working. Due to the nature of the work, you will be required to undertake an Enhanced DBS check.

For an informal discussion about the role and to apply please contact Mo Maloney, Deputy Centre Manager on 01264 731274 or email: dmaloney@oxenwoodcentre.com. No agencies please.

Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk. The application form can be found on our website at: www.communityfirst.org.uk/vacancies.

Closing date: Ongoing process
Interviews: Interview following application

*Community First is an equal opportunities employer.
Registered Charity No. 288117.*

Job Description

Job Purpose

To assist with general duties across two Outdoor Education sites of Oxenwood and Linkenholt Centre, including communication with groups, site promotion, general maintenance, food preparation, delivery and planning of programmes, booking liaison and key management.

Main Duties

1. Assist with the booking liaison including seeing groups safely in and out of the Centres.
2. Prepare sites for delivery of sessions across Oxenwood and Linkenholt including equipment preparation, heating and cleaning when required.
3. As and when required, liaise with the Linkenholt estate and suppliers on maintenance and bookings issues.
4. On behalf of Community First, undertake site inspection and safety checks at Linkenholt as directed.
5. Undertake grounds and buildings maintenance and cleaning of sites as and when required including mowing of the grounds.
6. Support the preparation, serving and clearing of food and beverages as and when required.
7. Perform visual and physical checks to ensure that equipment is fit for use before using and immediately report/removal from use any equipment that may pose an unacceptable safety hazard.
8. Undertake the receipt of all deliveries in accordance with laid down procedures as and when required.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character

of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks references, probation period and completion of mandatory training requirements.

Person Specification

Outdoor Education Assistant and Premises Support

Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	
Essential	Desirable
<ul style="list-style-type: none"> • An organised person able to liaise and communicate well with community groups and school representatives • Experience of site management and undertaking general maintenance and safety checks • Willingness to support the instructor delivery teams across our Alternative Provision and general programmes • A team player • Good administrative skills able to contribute to the booking calendar 	<ul style="list-style-type: none"> • Ideally local to the site to allow responsiveness and timely opening and closing pre and post bookings • Instructor experience