

Programme Manager - Job Description

Youth Adventure Trust - Registered Charity No. 1019493

Salary: £27,000 per annum

Hours of work: Full time contract, 35 hours per week

Location: Home based. Flexible location with access to Wiltshire.

Holiday: 25 days per annum plus public holidays

The post is subject to a six months' probationary period



Employer Profile

The Youth Adventure Trust is a youth development charity working with vulnerable young people aged 11 to 16 years old from Wiltshire and Swindon. Our outdoor activity based Youth Adventure Programme enables young people to challenge themselves, experience success, learn to go beyond their own expectations and grow in confidence. Through a series of residential camps and day activities they are able to build resilience, self esteem and develop social and life skills. The post-programme Mentoring Scheme works with those young people in need of some additional individualised support. The Trust's Bursary Scheme is open to all those young people who have completed the programme, in order to assist their next steps into further activities. Our aim is to make a lasting improvement to the lives of vulnerable young people. All our services are provided completely free of charge to the young people who are nominated to take part.

The Position

We are looking for a dynamic, motivated individual to manage, deliver and support our Youth Adventure Programme.

You will be involved in recruiting young people to the programme, working in collaboration with our referral partners including schools and other organisations. You will be a key point of contact for organising and delivering their programme which includes managing residential adventure camps and activity days. You will work in partnership with the young people's families to promote full attendance, effective participation and ensure they have all the information they require. You will provide ongoing feedback reports to parents, carers and schools, and support the effective monitoring of the programme and measurement of young people's developmental outcomes. You will work with the Mentoring Manager to select and support young people moving on to the Mentoring Scheme, and promote take up of the Bursary Scheme.

Through the direct management of young people you will ensure the highest standards of support and safety, and help them to gain the maximum benefit from the opportunities available.

You will need strong leadership skills to manage, motivate and support a team of volunteers, activity instructors and logistics staff.

You will be involved in the day-to-day administration and management of the programme. This will include maintaining a database, producing written communications, information leaflets, website updates, budget monitoring, booking and negotiating with providers, and an array of detailed record keeping.

You will assist with organisational planning and development, including supporting the development of further opportunities for young people.

You will attend camps and activity days throughout the year either in the capacity of the Manager or in a supporting role as the Assistant Manager.

The Candidate

To be up to the challenge you'll need an excellent understanding and a proven track record of working with vulnerable and challenging young people, including relevant experience. You'll need demonstrable skills at building effective relationships with young people, parents/carers, and professional organisations, and be an excellent communicator, planner and problem solver. You will need to be a strong team player, with good influencing and motivational skills.

We need someone with:-

- Relevant experience of managing young people, preferably in a residential environment as well as outside of this.
- Experience in working in partnership with other professional organisations and parents/carers.
- Excellent communication and interpersonal skills - positive attitude, high energy and enthusiastic. Ability to be flexible and dynamic in approach.
- Strong leadership skills with the ability to motivate and manage a team of staff and volunteers, as well as the young people.
- Self-motivation with the ability to work on their own initiative to plan and manage their workload.
- Strong IT skills including experience of Microsoft Office and databases.
- Excellent administrative skills and a methodical and thorough approach.
- The ability to perform well and problem solve in high-stress, dynamic and changing situations.
- A full driving licence and access to their own vehicle.
- Ability to work flexible hours and weekends is essential - if you are looking for a predictable 9-5 work environment, this won't be the right fit.

This post is subject to an enhanced DBS check.

How to Apply

Whilst CVs are important, we want to know what makes you a great fit for the role, our team and the organisation, so please include a covering letter outlining in no more than two sides of A4 why you think you are suitable for this role, with specific reference to the Position and Candidate descriptions above.

E-mail a CV and covering letter to tessa@youthadventuretrust.org.uk

Applications Closing Date: Monday 19th March 2018 at 5pm

Interview Date: Tuesday 27th March 2018 (Bristol)

A second interview will be held for selected candidates on Sunday 15th April (Westbury, Wiltshire)

Unfortunately we are unable to reimburse interview expenditure incurred.

The Youth Adventure Trust sincerely thanks all those who apply, however only those considered for an interview will be contacted.