

**Job description:**

Title: Activity Programme Lead – Outdoor Education

Location: Farmoor - 2 miles from Oxford

Basis: Full Time Permanent Contract

Start Date: January / February (Flexible)

Hours: Monday to Friday 9am-5pm, except during Easter, Summer and October school holidays when hours will be 8am – 6pm. Weekend work expected in the lead up to operating seasons.

Reporting to: Head of Operations / Operations and Training Manager

**About Us:**

Ultimate Activity Camps are a leading provider of holiday childcare in the UK, creating lifelong memories through positive experiences. Our trusted holiday camps operate at over 40 schools across southern England, offering outstanding and safe childcare and activity experiences for children aged 4 to 14. From sports-specific and language programmes, to bushcraft, cookery, tech and multi-activity, our programmes are high quality and engaging.

**Summary of Position**

The Activity Programme Lead plays a crucial role in our Operations Team, supporting the preparation and delivery of high-quality holiday programmes, in particular our 'Ultimate Survival' bushcraft programme. Working closely within the Operations Team, this role involves activity development, staff training, resource preparation and ensuring a quality experience is being delivered to children and our seasonal staff. The Ultimate Survival Programme Lead will support our core multi-activity programme throughout the year; however, in the lead-up to and during the summer season, the primary focus of the role will shift to the Ultimate Survival programme.

This role plays a key part in ensuring operational quality support for our camps across all programmes, to ensure that they are running successfully, safely and that we are delivering the outstanding experience we promise our parents, children and host schools.

**Responsibilities:****Camp Operations (All Programmes)**

- o Lead and support with camp set ups and pack down at the start and end of school holiday periods.
- o Visit camps to monitor and support programme delivery, ensuring high standards and adapting activities as needed.
- o Communicate issues involving camps, staff, or host schools to the relevant Head Office departments.
- o Work with the Operations Team to conduct our accident analysis annually and update risk assessments and training materials accordingly.
- o Act as a Regional Operations Contact to support camp staff during the season.
- o Support the Operations Team with the planning and delivery of our multi- activity training days.
- o Support with equipment preparation and maintenance across all programmes.

### Child Welfare (All Programmes)

- o Ensure compliance with child welfare policies and safeguarding standards, following direction from the Senior Operations Team.
- o Work with the Senior Operations Team and Customer Support Team to investigate and respond to incidents, accidents or complaints from camp.
- o Communicate with parents or other stakeholders as required to resolve issues or complaints
- o Complete camp audits to verify implementation of policies and safeguarding knowledge among staff.

### Product Development (Ultimate Survival Focus):

- o Oversee updates to the Ultimate Survival activity programme to ensure the activities remain exciting, fun and inspiring whilst at the same time remaining safe and commercially viable.
- o Review of the Ultimate Survival Programme annually, considering stakeholder feedback, providing suggestions for changes/improvements.
- o Coordinate kit delivery with the Logistics Manager and run Ultimate Survival Camp Inductions.
- o With support of the Logistics Manager, maintain stock levels and purchase new equipment for the programme.

### Staff Recruitment and Management (Ultimate Survival Focus)

- o Support the Ultimate Survival recruitment co-ordinator to attract, filter and assess camp staff candidates and interview key camp staff (such as Course Leaders).
- o Lead in the performance management of on camp staff.

### Staff Training and Assessment (Ultimate Survival Focus):

- o Develop activity training resources and research new training activities.
- o Oversee and organise the delivery of our on-camp US staff training programme.
- o Provide additional training support to on-camp staff during camp as required
- o Monitor and assess the quality of delivery, identifying any areas for improvement for future training.

### Secondary Responsibilities

- o Marketing activities including event work.
- o Other ad hoc office support outside of busy periods

### Essential Requirements:

- Strong organisation and communication skills, candidates must be confident in their ability to support staff, lead training and lead a group of children and not shy away from responsibility.
- Excellent communicator, with great face-to-face skills. Candidates must be confident in their ability to interact with parents.
- Good time management and planning skills.

- A pro-active team player, able to adapt to dynamic situations and challenges on camp. • Someone looking for a hugely rewarding and meaningful job, that's looking to broaden their career in the childcare or bushcraft sector.
- Previous experience within outdoor education (Bush craft specific) and significant experience working with children in an outdoor setting.
- Be highly computer literate with experience using in Word and Excel.
- Full, clean driving licence with car (hire cars provided during holiday periods)

#### Desirable Requirements:

- Management/team leader experience
- A breadth and depth of knowledge within the field of outdoor education
- Qualified in relevant NGBs, outdoor education or teaching.

#### Benefits

- Generous holiday allowance: Up to 35 days plus bank holidays annually, plus time in lieu for weekend work
- CPD and training opportunities through the company and Dukes Education
- Free onsite parking
- Regular company socials
- Company pension scheme
- Part of a highly respected organisation: As part of Dukes Education Ltd, Ultimate Activity Company Ltd staff reap the benefits of being part of a highly successful and respected educational group.
- Free Employee Assistance Programme

The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject to relevant checks in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, internet search, employment history and reference checks, and international criminal record checks where required.