



ESSEX BOYS & GIRLS CLUBS
MAES Y LADE CENTRE
Tregoyd, Brecon, Powys, LD3 0SS 01497 847236

Maes y Lade Centre – Operations Manager

Salary Circa £30k Per Annum.

Holiday 25 Working Days.

Hours per week: 40 will include some evenings and weekends. Time in lieu will be available for extra hours worked.

Essex Boys and Girls Clubs Maes y Lade Centre is looking to recruit an Operations Manager to join our team based in the Black Mountains in the Brecon Beacons National Park. You will work on the day to day running of Maes y Lade with responsibility to the Centre Manager on all aspects of operations.

We offer a variety of activities from our residential centre including Paddle Sports, Climbing, Caving, Mountain Biking, Hill Walking, Bushcraft as well as Young Leader Training, D of E Expeditions and Life Skills Courses. We primarily work with young people from Essex and London but also with other groups as well.

We are looking for a dynamic, enthusiastic individual who can work effectively with a wide range of different groups and be a key part of the team running the centre on a day to day basis.

As a minimum you will need to hold at least two of the following:

- Summer ML
- RCI
- BC Level 3 Coach or Canoe/Kayak Leader Award
- Local Cave Leader

You will also need to have D1 on your driving license. Higher qualifications in any of these areas as well as other academic qualifications or interests relevant to outdoor education would be advantageous. Some evidence of previous management experience of people/facilities would be advantageous but is not an essential requirement and we would be keen to hear from anyone that aspires to develop in these areas.

The successful candidate for this role will be subject to a Disclosure and Barring Service (DBS) Check along with other previous employment checks.

Closing Date: 12th February 2020

Interviews: 26th February 2020

Start Date: 12th March 2020

For an informal discussion about the role please contact David Hassard (Centre Manager) on 07813 688318.

To apply please send your CV with a covering letter telling us why you are the most suitable person for the job to davidh@essexboysandgirlsclubs.org

JOB DESCRIPTION: Maes y Lade Centre – Operations Manager

About the Role

The primary responsibility of the role will be to coordinate all aspects of running the Maes y Lade Centre whilst ensuring the delivery of high quality residential and outdoor activities for attending young people and group leaders. The role will be line managed by the Centre Manager.

Job Specification

- To work on all aspects of planning, management, compliance, monitoring and delivery of the outdoor activity programmes and training for Maes y Lade, and when required the wider EBGC outdoor programme.
- To instruct on programmes at the centre to a high standard whilst working within the centre's operating procedures and risk management guidelines.
- To build effective working relationships with visiting staff and young people.
- To build effective working relationships with Maes y Lade staff, including the planning and (where appropriate) delivery of development programmes for the trainee instructors and other staff.
- Oversee management of the kit and kit store, including purchasing, maintenance and regular kit checks as required.
- To be involved with the strategic development of the centre and maintenance as and when required.
- Support the catering and domestic team, in terms of administration, ordering and maintaining effective systems in line with current Health and Safety requirements.
- Play an active role in getting the centre turned around and ready, post and prior to group visits.
- Manage budgets where required and complete funding applications as directed by the Centre Manager.
- To be on call as and when needed.
- Adhere to the guidelines as outlined in the EBGC Staff handbook.
- Undertake training when required.
- When needed to work at other centres within the EBGC network.
- To keep appropriate records in line with monitoring requirements and compile reports periodically.
- Work on promotion and marketing of the centre to current/new groups/schools.

Person Specification

- Experience of working with young people in the outdoors and residential settings.
- Positive disposition and able to work effectively as part of a team.
- Self-motivated, able to develop ideas from planning stage and bring them into fruition.
- Able to work independently and organise own workload, as well as directing others.
- A good communicator in both written and verbal format, being able to connect with a broad range of people.
- Commitment to a flexible working pattern including evenings, weekends and some bank holidays.

About the Employer

Essex Boys & Girls Clubs is the premium charity for the delivery of youth services in Essex and nearby London boroughs. Our aim is for every young person in our region to have the opportunity to fulfil their potential.

Essex Boys and Girls Clubs was founded in 1939 and is a registered charity providing a variety of activities, training, opportunities and support for over 120 member clubs and the young people that attend them.

The organisation's main office is in Chelmsford. Facilities include Layer Marney Outdoors in Essex, Maes y Lade Centre in the Brecon Beacons (Wales), and High Row Centre in the Lake District (Cumbria) which are used to deliver many of the programmes. EBGC also delivers project work in schools and to groups of young people outside of the club network when applicable.

Our Mission is to provide a high quality service to our affiliated clubs, their membership and other users of our services, with excellent activity opportunities for the diverse community. We aim to create opportunities for young people to realise their potential.

Our Vision is to raise the levels of participation by young people in our activities and to offer an attractive, safe, welcoming and encouraging environment for young people to fulfil their potential.

Equal Opportunities

Essex Boys and Girls Clubs is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. No job applicant, employee, client, or young person will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, pregnancy and maternity, gender reassignment, disability, religion, political belief, socio-economic background, parental status, age or club membership. The organisation is committed to a programme of action to ensure that this policy be fully effective.