



Activities Manager

Job Application Pack



About This Pack

Thank you for your interest in the Activities Manager position at Calvert Trust Exmoor. This pack provides all the information you need to fully understand the role. If you have any further questions, please ask when applying.

The deadline for applications is Monday 16th August. We look forward to hearing from you.

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The Activities Manager Role

Specific Responsibilities and Duties:

- The smooth and efficient planning and execution of the activities in the centre
- Management responsibility for activities, equipment and activity/stables staff
- Implementing and ongoing review of effective operational procedures and standards including health and safety legislation
- Training, managing and assessing the delivery of activities by the Centre's instructors
- Instructing in the centre's activities, these include: sailing, canoeing, kayaking, rock-climbing, walking, archery and orienteering
- Negotiating with groups on a day to day basis to enable their aims and objectives to be met, taking into account the specific needs of the clients
- Preparation and completion of external inspections including AALS, AHOEC, BC, RYA, BHS and RDA
- Programming and supervising regular volunteers in conjunction with their needs and the needs of the group
- Assisting with the development of activities, including assisting with designing, modifying and improving equipment to meet the needs of visitors
- Co-ordinating the maintenance of activity equipment and facilities and ensuring records are kept as required
- Inter-departmental liaison and attendance at management meetings as defined by the Centre Director
- Undertaking other duties relevant to the post, or requested by the Centre Director

Essential Qualifications:

- National Governing Body "Instructor" qualifications
- Full clean driving licence

Desirable Qualifications:

- RYA Senior Instructor Qualification
- RYA Powerboat Instructor
- D1 Minibus; E Trailers Licence

(List not exhaustive)

The Person We Need

We are looking for someone who is enthusiastic with strong interpersonal skills to train and manage the activity team, whilst owning everything activities related so guests get the most out of their sessions.

Required Experience:

- People management in an outdoor activity residential centre setting
- A high level of knowledge and experience of working with disabled people, their conditions and the way that this affects our interaction with them and service to them
- Full knowledge of health and safety legislation plus risk assessment mitigation and application in the context of Calvert Trust Exmoor's activity centre
- Project and facilities management/planning
- Computer literacy including MS Office

Skills and Traits:

- Excellent interpersonal skills
- Excellent time management and the ability to work well under pressure
- Dynamic leadership skills
- Demonstrated level of commitment
- Ability to lead and work well within a team
- Good health record
- Evidence of personal development and a desire to progress



About Calvert Trust Exmoor

We're a unique, award-winning activity centre where people with disabilities can enjoy exciting, challenging and enjoyable activity breaks together with their families and friends.

The Centre is tailored to provide exciting adventure breaks and day activities for those with any type of disability, highlighting that anything is possible.

Our activity breaks are inclusive in every sense of the word. Holiday prices include a full programme of activities, 5-star activity accommodation, all meals, evening entertainment and more.

Centre Facilities

- Reception & shop
- TV Room
- Barn games room
- Swimming pool
- Sensory room
- Relaxed dining room and conservatory
- 5-star activity centre accommodation
- On site activities



Activities

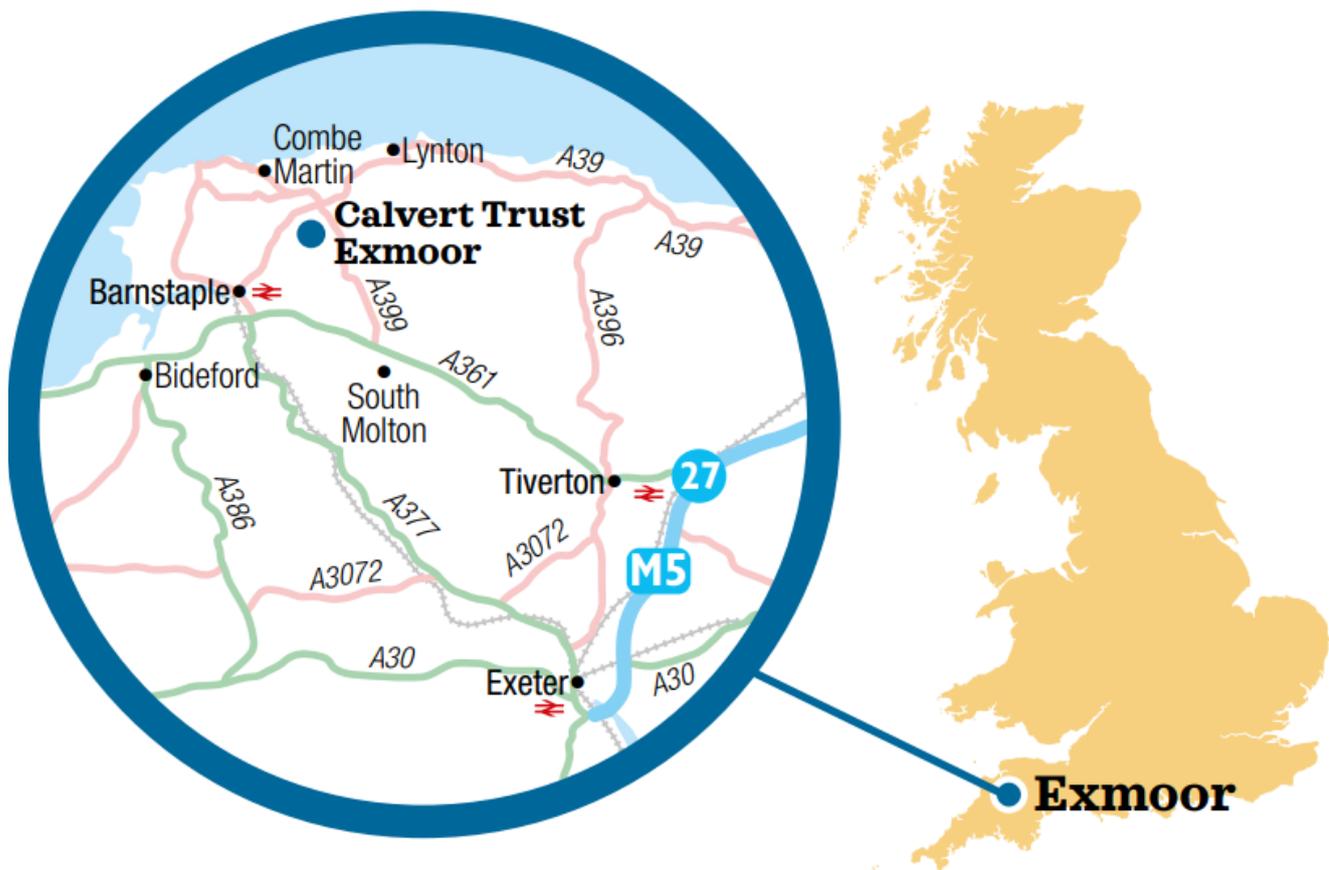
- Abseiling
- Accessible cycling
- Archery
- Bushcraft
- Canoeing
- Carriage driving
- Challenge Course
- Climbing
- Crate Stack
- Giant swing
- Horse riding
- Orienteering
- Sailing
- Surfing
- Zipwire

Our Location



Calvert Trust Exmoor is found about 20 minutes from Barnstaple, in North Devon, on the edge of Exmoor National Park. 40 acres of beautiful countryside surround the centre, which has stunning views of the rolling hills, forests and reservoir on our doorstep.

Guests enjoy the peace and quiet, and there is nowhere else quite like it to work.



Staff Benefits

Highlights of working at Calvert Trust Exmoor are:

A monthly salary

Paid annual leave - 29 days per annum

Free staff meals - lunch provided on workdays*

Unlimited drinks - free hot and cold drinks when at work

Use of centre facilities - including outdoor equipment and swimming pool

Onsite parking - everything is onsite for easy access

Living accommodation - is available onsite if needed**

Pension scheme - eligible employees will be auto-enrolled

Free uniform - we'll provide your branded tops

Ongoing training - opportunity for personal development

Free WiFi - in centre communal areas

Activity Instructor Room - a private staff room for belongings

Team morale-building - staff events, Christmas party & team building sessions

Trade prices - on outdoor clothing and equipment

A stunning location - 20 minutes away from the beach and nearby towns

*Not always guaranteed, depending on availability and circumstances **At a small cost, subject to availability



A Message From The Centre Director

"Thank you for your interest in becoming the Activities Manager at Calvert Trust Exmoor.

Our mission is to enable people with disabilities to achieve their potential through the challenge of adventurous activities, to improve the understanding of disability and to encourage the integration of disabled and able-bodied across society.

We wouldn't be able to do this without our Activity Instructors, and the Activities Manager plays a vital role in leading the team. Instructors are the faces and voices of the centre, leading our guests through safe yet exhilarating activities.

With help and encouragement from Instructors, our visitors make friends, develop new skills, build self-confidence and gain greater independence. By the time guests leave, their physical and mental wellbeing has improved, they have created wonderful memories and accomplished far more than they had ever dreamed possible.

We believe 'It's what you CAN do that counts'

So we're interested in seeing what you can do. What can you bring to the centre and do for our guests? We're very proud of our dedicated team of instructors that love what they do, but we're looking for a positive leader to bring their own experiences, knowledge and passion to the team.

If you have the qualifications and person specifications required then we look forward to hearing from you."

- [Andrew Laming](#), Centre Director of Calvert Trust Exmoor

How to Apply

Please email your CV and COVERING LETTER to;
andrew.laming@calvert-trust.org.uk

Or post them to;
Andrew Laming
Calvert Trust Exmoor
Wistlandpound
Kentisbury
Devon
EX31 4SJ

Take the opportunity to tell us how you could exceed in the role, explain what you can bring to the centre and do for our guests.

**DEADLINE FOR APPLICATIONS:
MONDAY 16th AUGUST**

Successful candidates will be invited to the centre for formal interviews

If you do not hear back from us, please assume that you have been unsuccessful on this occasion, however we may securely hold your details for future recruitment purposes in line with our data retention policy.

