

Biblins Project Manager

Responsible To: Director of Development

Reports: Groundskeeper and Administrator

Salary: £25, 975 - £30, 499 pro rata

Hours of Work: 28 hours a week, additional hours will be available in response to increased bookings. Hours will include some evenings and weekends to meet the availability of volunteers.

Place of Work: Biblins, Doward, Forest of Dean with some home working by arrangement

Date Created: December 2017

Contract Type: 2 years initially

Holiday Entitlement: 25 days per annum, plus additional days between Christmas and New Year

Job purpose: To support the swift and effective transfer of the Biblins campsite from Forestry Commission ownership to Woodcraft Folk management. Work with volunteers and other Woodcraft Folk staff to create the foundation for a safe, welcoming and sustainable campsite for groups of children and young people.

Background information

The Forestry Commission have managed a youth campsite in the Forest of Dean since the 1960's. The campsite includes 20 acres of riverside camping fields, a small cabin, a 19 bed dorm and 36 bed bunkhouse. From March 2018, Woodcraft Folk will take over a long-term lease to manage the site with the aim of increasing site visitors and improving access for groups of children and young people.

Tasks

1. With support from the Director of Development, engage the Management Committee in developing a long-term business plan, procedures and policies for the site
2. Working through Woodcraft Folk groups and Districts, recruit, train and direct a team of volunteer wardens to maintain the site and welcome guests
3. Liaise proactively with the Forestry Commission to enable a swift transfer of business and to capture contacts and lessons learnt



Woodcraft Folk
Education for Social Change

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4. Build effective relationships with all stakeholders e.g. Forestry Commission, neighbours, site visitors, canoe clubs and other potential site users
5. Create new partnerships to increase use of the site by children and young people e.g. local schools, uniformed groups, health and wellbeing groups
6. Lead on and implement development plans for the Bunkhouse, including working with surveyors, planning authorities and contractors
7. Develop a funding and finance strategy for the site, with the aim of transforming a loss making site into one which makes a surplus
8. Oversee all contractors (grass cutting, Forest School delivery, water sports instructors), including procurement processes and performance management
9. Provide effective line management to site staff, agreeing core hours to meet demand, conducting reviews, appraisals and managing annual leave requests
10. Introduce systems focused on providing high levels of customer care, with the aim of encouraging repeat bookings from all guests
11. Develop a site marketing strategy, promoting opportunities to visit the site and increasing visitor numbers
12. To ensure the hirers' bookings are managed effectively to provide a quality experience for groups coming to Biblins.
13. To attend management committee meetings, providing reports as requested. To inform the management committee of current booking and maintenance issues.
14. To act in accordance with Woodcraft Folk Equal Opportunities and Child Protection policies.
15. To meet the requirements of Health and Safety legislation, adopt safe working practices and do everything reasonable to prevent personal injury to yourself and others.
16. To undertake any appropriate duties consistent with the purpose of the job as required by the Management Committee.

Person specification

Essential

- Experience of recruiting and co-ordinating a team of volunteers
- Knowledge and understanding of safeguarding and safe working practices in an outdoor environment
- Ability to manage complex demands to agreed deadlines and standards
- Experience of developing strategy documents and preparing reports for decision-makers
- Personal skills to manage multiple stakeholders and develop new partnerships
- Experience of managing finances, including restricted funds
- High levels of customer service
- Staff management experience
- Effective communication, including use of social media
- Understanding of risk and impact analysis tools
- Ability to draw up a maintenance schedule and operating procedures for the site
- Commitment to Woodcraft Folk's aims, principles and programme, especially environmental education, sustainable development and engaging young people in decision-making

Desirable

- Oversight of capital build projects
- Worked within the outdoor education industry
- Experience of working in the voluntary sector
- Experience of developing a funding strategy and diversifying income streams

This post requires an enhanced DBS certificate and references declaring an individual's suitability to work with children and young people.