

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title:	CAMP DIRECTOR
Hours per week:	35 variable. When at camp the hours will be longer but compensated for later. Outside camp periods the average hours per week is 35.
Reports to:	CEO
Based:	Primarily at OTW's main offices, in Havant, near Portsmouth, but will be moving to Derbyshire in 2025. Some home working is possible.
Salary:	Range of £38,000 - £47,000 p.a. , dependent upon skills and experience. Where skills and experience require development, the salary will start at a lower level with the upper salary limit achieved incrementally, subject to the starting salary, satisfactory annual performance, and acquired skills/knowledge and experience.

Duties and Responsibilities

Main purpose:

- Responsible for all non-clinical aspects of residential camps and Camp in the Cloud (online programme delivered in winter months).
- Lead and oversee the delivery of individual camp programmes that are safe, fun, engaging, and result in positive outcomes for beneficiaries.
- Ensure the highest safeguarding standards are applied at every camp.
- Lead on developing and improving:
 - Planning,
 - Activities,
 - Camp amenities,
 - Volunteer training and delivery
 - Camp culture

Planning

- Create detailed work plans, duty rotas, and activity schedules, to ensure the successful delivery of programmes in line with organisational objectives, OFSTED, Care Inspectorate, SeriousFun Standards and ICE criteria.
- Create clear objectives with timescales for the Operations Team and individual team members.
- Put in place an effective monitoring process to manage performance/solve issues.
- Maintain and update all current policies and SOPs and design and implement new governance documentation as appropriate.
- Identify/record risks and seek to mitigate their impact.
- Seek feedback from all sources to inform decision making and improve service delivery.
- Take an evidence/data-based approach to decision making.

- Ensure all safeguarding concerns are appropriately responded to, recorded,
 - and escalated in a timely manner, in line with national guidance/legislation.

Implementation & Delivery

- Responsible for the safe and effective delivery of all programmes.
- Monitor activities at all times to:
 - ensure safeguarding is front and foremost,
 - accept all feedback and take any opportunity to improve service provision, and
 - be alive to critical incident potential.
- Identify areas for future improvement.
- Meet agreed targets and deadlines.

Behaviour / Way of Working

- Lead in creating a culture of openness, delegation, learning, and development.
- Manage and prioritise own workload.
- Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team relationships across OTW.
- Demonstrate appropriate assertiveness and ability to challenge others when the quality of camp or safety of campers is at risk.
- Display good analytical ability and sound decision making.
- Demonstrate concise, accurate, timely record keeping.
- Demonstrate a positive confident attitude particularly in times of uncertainty.

Leadership

- Mindfully choose and intentionally develop a leadership style that gets the best out of those you lead.
- Forge an effective and coordinated operations team.
- Manage the performance of your team members.
- Provide clear and timely direction for the delivery of objectives.
- Be a role model for others in both words and deeds.
- Represent Operations at Management, Board and sub-committee meetings.
- Take an active role in designing, and recruiting to, new roles.
- Take early command in potential critical incidents.
- Identify and train your successor.

Personal and Professional Development

- Seek out new learning opportunities to enhance your personal and professional effectiveness,
- Develop your skills as an OFSTED 'registered manager'.
- Undertake Level 3 and other safeguarding training as appropriate.
- At all times maintain appropriate personal and professional boundaries.
- Maintain appropriate professional contact with campers and families, whether face-to-face or viaonline systems, telephone, or text.
- Ensure the responsibilities for camper confidentiality are maintained in all contacts with young people, families and any other individuals or organisations.
- Be responsible and proactive in maintaining personal physical safety and emotional wellbeing, utilising supervision, and support systems on offer.

This list is not comprehensive, and you may be required to undertake other duties or roles at the discretion of the CEO.

PERSON SPECIFICATION

The person specification sets out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level.

Headings	Essential	Desirable	Means of Assessment
Physical requirements of the post	Able to carry out all practical, emotional and physical elements of the post, including the regular lifting and carrying of equipment and spending time away from home at residential camps		Application Interview Reference
Training & Qualifications	Educated to degree level OR has attained suitable experience in a similarly skilled role.	Management qualifications Level 3 (or equivalent) training in safeguarding children and young people Previous experience as a designated registered manager (OFSTED)	Application Interview Reference
Previous or relevant experience necessary	Minimum 3 years' experience in a leadership role at a residential activity camp. Knowledge and experience of safeguarding and managing related incidents. Experience of managing staff and resources to ensure objectives are delivered successfully, on time and to budget.	Previous experience of: <ul style="list-style-type: none"> • Working within the SeriousFun network • A clear understanding of Therapeutic Recreation and its implementation. • Supervising or mentoring staff and undertaking annual appraisals 	Application Interview Reference

Aptitudes and skills required	<p>Excellent leadership, planning and organizational skills</p> <p>Confident of own knowledge, aware of learning needs, seeks guidance as appropriate.</p> <p>Can communicate effectively with a range of professionals and parent/carers and camper in the English language.</p> <p>Ability to juggle and manage multiple projects and problem-solve.</p> <p>Excellent IT skills (MS Office suite, email and internet)</p>	<p>Understanding of current child protection / safeguarding law and effective disclosure management</p>	<p>Application Interview Reference</p>
Personal qualities/ temperament	<p>Positive and compassionate attitude, problem-solving approach</p> <p>Enthusiasm for role</p> <p>Team player with good working relationships</p> <p>Flexible, adaptable, uses initiative, and able to explain own decisions.</p> <p>Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others.</p> <p>Self-aware and reflective.</p> <p>Values diversity and difference, operates with integrity and openness.</p> <p>Emotionally resilient, clear personal and professional boundaries and awareness of risks in this role</p>		<p>Application Interview Reference</p>

<p>Special requirements of the post</p>	<p>Have the right to work in the UK</p> <p>Full UK/International driving licence</p> <p>Able to travel to and attend residential camps in range of locations across the UK.</p> <p>Ability and flexibility to work extended hours, including evenings and weekends.</p> <p>Must be likely to obtain enhanced DBS status</p>		<p>Application Interview Reference</p>
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