



Centre Director

Candidate Pack



Longtown Outdoor Learning Trust (LOLT)
 Longtown Outdoor Centre, Longtown, Hereford, HR2 0LD
 01873 860225 | www.longtownoutdoorlearning.co.uk



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Date: January 2024

Dear Applicant,

Thank you for showing an interest in becoming our Centre Director.

Longtown Outdoor Learning Trust (LOLT) has a strong track record in providing outdoor education and adventure activities, improving the health and well-being of individuals from across the UK.

We run residential and day programmes from our centre base in Longtown, on the edge of the Brecon Beacons National Park, nestled at the foot of the Black Mountains between Hereford and Abergavenny.

Since taking over the running of the centre from Northamptonshire County Council in 2018, LOLT has developed a strategic partnership with Northamptonshire based charitable trust, The Wilson Foundation, who own the buildings and site.

We have weathered the storms of the past few years, and are developing a strong team to continue growing our work and provision, overseen by a supportive board of trustees. Our annual turnover is just over £500k, and we access bursary funding to ensure our provision is accessible to as many children and young people as possible.

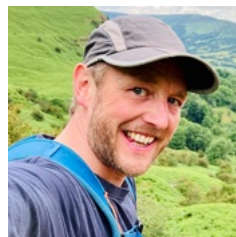
We are looking for an individual who has passion for our work, and resilience to develop the charitable business. You will need to be able to work collaboratively and motivate our team, as well as build relationships and partnerships. As we are a small organisation you must be able to work comfortably both at a strategic level and with detail, as well as having the management and finance skills to build a sustainably resourced organisation.

We hope you are inspired and enthused by what we do, and we very much look forward to receiving your application.

Please note the closing date for applications is 9am Friday 9th February 2024. Interviews will be held on Friday 16th or Saturday 17th February.



Fran Dickson
Chair of Trustees



Matt Freer
Interim Strategic Lead

Please note that we will only be able to contact shortlisted applicants.

Role Summary - Centre Director

Post title: Centre Director

Salary range: £47,185 - £58,959 (dependent on qualifications and experience)

Hours: Full time (37 hrs pw) - part-time / job share considered

Contract: Permanent

Location: Longtown Outdoor Learning Centre, Herefordshire, HR2 0LD

Reports to: Chair of Trustees

Closing date: 9am Friday 9th February 2024

Interviews: Friday 16th or Saturday 17th February (dependent on availability), plus informal evening meeting with trustees on Friday 16th February (overnight accommodation will be available)

Start date: 8th April 2024 or as soon as possible thereafter

An exciting opportunity to lead Longtown Outdoor Learning Trust, an outdoor education charitable business delivering high quality outdoor learning for young people and adults, based at Longtown in Herefordshire.

We have been providing high quality outdoor adventure and education throughout Herefordshire and south Wales since 1964. Originally owned by Northamptonshire County Council, since 2018 we have been an independent charity with a passion for developing character and resilience through outdoor adventures.

In collaboration with The Wilson Foundation, a charitable trust based in Northamptonshire who own the site, we run the 70 bed residential outdoor education centre (with a seasonal campground for an additional 60 people) based on a 16-acre site in the upland village of Longtown on the eastern edge of the Black Mountains with easy access to the Brecon Beacons National Park, Forest of Dean and Wye Valley AONB. Our onsite facilities include a canoeing pool, climbing tower, high ropes course and woodland.



As Centre Director you will be responsible for leading and managing all aspects of the charity, providing strategic development and leadership, responsible for HR and financial management and budgets. You will lead the staff team, as well as being an ex officio member of the Board of Trustees.

We are looking for someone with a passion for outdoor learning and adventure, with management experience and a proven track record in leadership and achieving results. A high level of education and other training is expected, along with on-the-job management experience and professional qualifications in relevant fields. Applications will be welcomed

from candidates from a broad range of backgrounds, such as education, business, leisure and tourism, countryside management, the outdoor sector and voluntary sector.

Benefits:

- Competitive Salary - £47,185 - £58,959 (dependent on qualifications and experience)
- 27 days holiday plus 8 bank holidays, giving a total annual leave of 35 days
- Pension scheme with 5% Employer contribution, rising to 8% for employees with 3 years or more service
- Incremental pay scale with annual progression subject to achieving Performance Management goals
- Death in service benefit

We are open to a degree of flexibility around the precise work pattern of the role, although it will require working from the centre the majority of week with some remote/home working required/possible. There will be some weekend and evening working, for example to attend trustee board meetings.

Any appointment will be dependent on the receipt of at least two references and the completion of an enhanced DBS check.

How to Apply

Applications for this role should be made by submitting a completed copy of the application form, that includes a personal statement (no more than 2 sides of A4).

Instructions for your personal statement: please summarise clearly your suitability and how you meet the criteria for the role. Outlining why you are applying for this role, using the job description below to outline specifically how you meet the requirements of the role, using examples of where you've previously held similar responsibilities and had success. We are also interested to hear what you see as the personal contribution you will make to Longtown Outdoor Learning Trust and our work at any level, as well as what motivates you in your working life.

Please submit your application by e-mail to [**matt@longtownoutdoorlearning.co.uk**](mailto:matt@longtownoutdoorlearning.co.uk)

Applications need to arrive by **9am on Friday 9th February 2024.**

Further details at: [**www.longtownoutdoorlearning.co.uk/work-with-us**](http://www.longtownoutdoorlearning.co.uk/work-with-us)

Interviews

Interviews will be held in person at Longtown Outdoor Centre on **Friday 16th or Saturday 17th February (dependent on availability)**, with an **informal evening meeting with trustees on Friday 16th February** (overnight accommodation will be available if required).

Questions and site visit

Prospective candidates are welcome to arrange an informal chat to answer any questions or to visit the centre; this can be arranged by contacting Matt Freer, Strategic Lead for LOLT, using [**matt@longtownoutdoorlearning.co.uk**](mailto:matt@longtownoutdoorlearning.co.uk)



**Longtown Outdoor Learning Trust (LOLT)
Centre Director Role**

Date: January 2024

JOB DESCRIPTION

Post title: Centre Director

Reports to: Chair of Trustees

Salary range: L1 – L10 (£47,185 - £58,959 FTE)

Hours: Full time (37 hrs pw) - part-time / job share considered (please state in application)

Location: Longtown Outdoor Learning Centre, Herefordshire, HR2 0LD

Overall purpose of the post

1. To enable LOLT to achieve its charitable objectives and strategic goals, including developing and remaining responsible for the delivery of a suitable business plan.
2. To develop effective working partnerships with external stakeholders, including the Wilson Foundation, schools and councils.
3. To oversee the strategic direction and management of LOLT, in collaboration with the board of trustees and staff team.
4. To oversee the delivery of high-quality outdoor learning provision for children, young people, adults and families.

Principal responsibilities

1. To develop a clear and well communicated vision, plan and set of procedures for how LOLT delivers on its strategic objectives and maintain full oversight of each of those distinct areas and how they interact with each other.
2. To develop and maintain full oversight of effective communications between internal stakeholders and with external stakeholders (especially the Wilson Foundation).
3. To develop, and be responsible for, the Performance Management system and the systems for measuring operational performance (Key Performance Indicators).
4. Responsible for HR, recruitment and employment law and oversee all compliance issues, including, health and safety and safeguarding in partnership with the Education Visits Adviser, Operations Manager and wider staff team.
5. To oversee, in collaboration with the Education Visitors Advisor and Operations Manager, the response to any accident or incident involving LOLT.
6. To act as the centre's finance manager in accordance with LOLT Finance Policy, overseeing the day-to-day management of finance, fundraising and bursary funds, and to be accountable for financial planning and reporting alongside appointed Accountants and Board of Trustees.

7. To develop partnerships with schools, charitable organisations and community groups in partnership with the Bookings and Marketing Co-ordinator to ensure the development and sustainability of the Centre in accordance with LOLT's business plan and marketing strategy.
8. To work in partnership with the Operations Manager and Bookings & Marketing Co-ordinator to promote Learning Outside the Classroom and all that the centre can offer to a broad range of stakeholders.
9. To line-manage the centres management team and office staff, and oversees the line management of the wider staff team.
10. To oversee the operational effectiveness of the centre buildings, estate and facilities, in partnership with the Operations Manager and Premises Officer, who are responsible for the day to day management of the site.
11. To work in partnership with the Wilson Foundation, as owners of the site, to assure the development and maintenance of the centre buildings and site.
12. To contribute to the development of the Educational Visits Advisory Service, in collaboration with the Educational Visits Adviser and other staff.
13. To demonstrate awareness and understanding of equal opportunities, and other people's behavioural, physical, social and welfare needs.
14. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety.
15. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

As Centre Director the post holder will be an ex officio Trustee/Director on the LOLT Board of Trustees.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

This is a senior management role that requires candidates with experience in supervision or management roles and a proven track record in leadership and achieving results. A high level of education and other training is expected, along with on-the-job management experience and professional qualifications in relevant fields.

EDUCATION AND QUALIFICATIONS

Essential criteria

- Educated to degree standard, including GCSE English and Mathematics

Desirable criteria

Qualification(s) in one or more of the following fields:

- Education and Teaching (e.g. Cert Ed, PGCE, B Ed.)
- Safety and Risk Management (e.g. NEBOSH)
- Adventure Activities (e.g. NGB Awards)
- Outdoor Education (e.g. APIOL)
- Business development and financial management
- Driving licence with D1+E

EXPERIENCE AND KNOWLEDGE

Essential criteria

A proven strategic thinker with a passion for, and knowledge of, the outdoor education sector, who is able to manage and keep positive relationships with a range of stakeholders including staff, trustees, funders, clients and licensing authorities.

- Well-developed management, leadership, inter-personal and problem solving skills
- The confidence to liaise directly with internal and external stakeholders to ensure the successful delivery of programmes and running of the centre and trust.
- Professional attributes – punctuality, timekeeping and communication skills (both written and oral)
- Equal opportunities – the ability to demonstrate awareness and understanding of equal opportunities and to accommodate other people's behavioural, physical, social and welfare needs.
- Experience of managing a team and working collaboratively with others
- Experience of operating Performance Management systems
- Experience of completing peer reviews and / or session observations
- Experience of training and developing others
- IT skills – the ability to use appropriate IT packages (including Microsoft Office and Windows OS) to support each of the functions above.
- Ability to demonstrate understanding and commitment to safeguarding and child protection.

Desirable criteria

- Strategy development and project management experience
- Financial planning and budget monitoring experience
- Proven experience in two or more of the following:
 - Outdoor and Adventure Leadership
 - Safety and Risk Management
 - Safeguarding
 - Business development and financial management
 - Education and teaching
- Experience of ensuring compliance with a range of relevant legislation including covering Health and Safety, Fire Safety, RIDDOR, COSHH, Equality Act.

This post requires the satisfactory completion of an enhanced Disclosure and Barring Service (DBS) check and the receipt of satisfactory references.

TERMS AND CONDITIONS

Salary	£47,185 - £58,959 per annum
Contract:	Permanent
Hours of work	Normal FT hours of work are 37 hours each week excluding a daily lunch break and travel to and from the main place of work. Core hours Mon-Friday with occasional evening and weekend hours, for example to attend trustee board meetings.
Place of work	Normal place of work will be Longtown Outdoor Centre. You may be required to travel on LOLT's business to carry out your duties at other locations as may be required for the proper performance of your duties. Expected to reside locally (within 1 hour travelling time) and to be working from the centre the majority of week with some remote/home working required/possible.
Holidays	The holiday entitlement for full time employees is 26 days plus 8 bank holidays, for a total of 34 days. There is an additional day awarded for management positions, to a total of 35 days. Part time employees are entitled to the pro-rata equivalent.
Pension	LOLT is part of the government NEST scheme. The Employer contributes at a rate of 5% for employees with less than 3 years' service, rising to 8% for employees with 3 years' or more service.
DBS Pre-Employment Check	This post will be subject to an <u>enhanced DBS with barred lists check</u> .
References	Employment to this post will be subject to receiving at least two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
Proof of Eligibility of right to work in the UK	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006
Training	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported by our appraisal process.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.