

Snow Camp Job Description and Personal Specification

Job Title:	London Programme Manager
Location:	Snow Camp London office is based Holloway Neighbourhood Group, 84 Mayton Street, London N7 6QT, with programmes delivered at The Snow Centre, Hemel Hempstead.
Salary:	£33,000 per annum (This includes a London weighting, plus a 10% performance bonus paid annually).
Hours:	37.5 hours a week flexitime including evenings and weekends.
Duration of Contract:	24 months with a 6 month probation period - Fixed term contract with extension pending funding.
Annual Leave:	25 days per annum.
Benefits:	Vitality Healthcare (one 6-month probation has passed) Pension scheme

About Snow Camp

Snow Camp is a ground-breaking national youth charity and we are looking for a new London Programme Manager to join our team!

The Programme Manager will deliver a personal development journey to young people using snowsports as the hook to engage those who are less likely to engage with mainstream provision. We do this in partnership with youth projects and youth service providers.

Our accredited programmes are unique and attractive to young people, taking them from beginner to qualified snowsports instructors in just one year with volunteering and apprenticeship progression routes available at the end. Alongside learning to ski or snowboard, young people also have access to life-skills training and there is a significant emphasis on improving young people's wellbeing and self-development.

Summary of Main Duties

The London Programme Manager, reporting to the Programme Director, is responsible for planning and delivering the range of snowsports and life-skills focused youth activities run in the region

Experience of working successfully with under-served young people in a range of settings will be essential to the post. Passion for snow sports and supporting young people generally will be a huge advantage!

Project management skills, logistical skills, managing relationships, communication and presentation skills, experience of delivering life-skills or similar courses to motivate young people, excellent IT skills – these will all make up the job.

This is a key post requiring at least 2 years' experience involving the above skills, together with proven project management and budgeting experience.



Key tasks

In consultation with the Programme Director, to be responsible for delivering and developing Snow Camp London's full snowsports focused journey of youth programmes – namely First Tracks, Graduate, Excel, Youth Forum and Apprenticeship – as described on the Snow Camp website.

Full training from the Programme Director will be given on all specifics, but generally this includes:

- Providing effective leadership for the delivery of the Snow Camp programme, building a strong and well-bonded staff team, advising on behavioural, safeguarding and staff management issues.
- Line managing a London Wellbeing Manager, ensuring that they have a clear work plan to provide help, support and guidance to young people within the region, regarding any difficulties they may be experiencing.
- Line manage up to 3 x London apprentices on their 1 year Snow Camp Apprenticeship programme. This includes set up of snowsports industry work placements and regular communication with their NVQ tutor. Ensuring apprentices are involved and supported working on all Snow Camp programmes as part of your staff team.
- Ensuring all programmes run smoothly and effectively by leading the delivery of each programme – managing venue instructors, guest speakers, apprentices, youth staff, sessional staff and volunteers as required.
- Recruiting young people for each programme through developing high-quality youth project partnerships. Undertake visits to youth projects, promotion through email to all relevant youth programmes and services and presenting at key stakeholder meetings on youth service provision. Finding new young people in your area to support by Snow Camp will be key.
- Ensuring all youth groups involved in all activities are well informed of the process leading up to the programme they are attending, understand their requirements in terms of consent forms, paperwork etc and feel fully involved in the planning period.
- Provide logistical direction and management as required on areas including coach bookings, instructor management, residential accommodation and venue management etc, ensuring that these are delivered within budget.
- Managing programme administration, including finances, budgets for each programme, invoicing, Service Level Agreements and keeping an overview on income and expenditure associated with the London programme.
- Be responsible for the management and delivery of trips and overseas residential's (Snow Camp Excel, Apprenticeship & Youth Forum Residential's) as part of Snow Camp programmes. Including undertaking all the necessary risk assessments, in consultation with Programme Director and Head of Snowsports.
- Be a key staff team member on the overseas residential for the Excel programme during the Easter holidays. *Valid passport with ability to travel in Europe & Andorra required.
- To manage and improve the life-skills and accreditation aspects of every programme in liaison with the Programme Director.

- Manage the London Youth Forum, ensuring this group is active and able to feed ideas into Snow Camp's ongoing decision making at board level.
- Supporting the youth volunteer and apprentice recruitment and management for each programme.
- To be involved with the development of relevant materials and posters as required for each programme in liaison with the Programme Director.
- Use Upshot online database system to keep excellent records of all young people who have attended and benefited from Snow Camp programmes. Whilst ensuring all monitoring and evaluation is carried out to demonstrate impact of Snow Camp programmes.
- Keeping Donorfy database up to date with new contacts made and invoices issued.
- Arranging external training as required for each programme eg First Aid, Safeguarding, Counselling skills courses etc.
- Actively seek and apply for appropriate local/national grants to support Snow Camp programmes in your area with support from Snow Camp's Fundraising Manager.
- Liaising with relevant funders as required to satisfy requirements as stipulated in funding awarded to Snow Camp for delivery of programme activities.
- Ensure that all activities and provision is delivered safely and in line with organisational policies.
- Solid understanding of Safeguarding procedures and the inherent challenges of working with young people.
- Additional tasks may vary depending on different opportunities throughout the year.

Personal Specification

- A solid understanding of youth issues, the Community Development philosophy and alignment with Snow Camp values.
- The ability to enthuse others, to encourage, build confidence and enable others to fulfil their potential. Good interpersonal skills are essential and excellent communication, listening and presentation skills will also be key.
- The ability to work with a wide range of people and motivate others towards clear goals.
- To understand and adhere to all policies and procedures concerning the Safeguarding of young people.
- Self-motivated, innovative, committed and the ability to work with minimum supervision.
- Ability to work under pressure and to deadlines, across flexible hours and weekends as required.
- Well-developed communication and listening skills.
- Strong IT Skills.



Essential Criteria

1. At least 2 years experience in youth work in a range of settings and relevant youth work qualification (or willingness to engage in youth work training as required).
2. Passion for snowsports and working with young people.
3. The ability to ski or snowboard to a good level.
4. Evidence of success in managing young people and projects.
5. Proven track record in teamwork, management and people skills.
6. A commitment to equal opportunities.
7. Hold a valid passport and ability to travel to European countries & Andorra.
8. Sound knowledge of MS Office tools including Word, Excel, PowerPoint and Outlook.

Desirable Criteria

1. Youth Work / Teaching qualification.
2. Experience of managing grants and budgets – and of accounting and financial procedures.
3. Proven report and budget writing experience.
4. Experience of managing apprentices.
5. Ski or Snowboard Instructor qualification.
6. Evidence of success in local fundraising.

Management and Support

The London Programme Manager will report to the Programme Director. The Trustee Board will determine the overall direction of the Programme and will set the overall priorities in consultation with the Director and Senior Team.

Policy Statement

Snow Camp aims to be an equal opportunities employer.

Conditions of Service

The Midlands Programme Manager must be prepared to work regular evenings, weekends and with occasional weeks away. Snow Camp operates flexitime system. Work patterns will change depending on time of year and programme being delivered.

Snow Camp is committed to safeguarding and promoting the welfare of children. This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service (DBS) and two satisfactory references regarding their suitability to work with young people.

How to apply

Please send your CV and a covering letter telling us why you want to work for Snow Camp and how you meet the requirements of the job above to **Matt Conroy, Programme Director** at matt@snow-camp.org.uk

Please contact Matt Conroy if you would like an informal chat about the role.

Closing Date: Midday on Tuesday 11th June 2024

Interviews: Thursday 20th June 2024 at the Snow Camp London Office, Holloway Neighbourhood Group, 84 Mayton Street, London N7 6QT.

Salary: £30,000 per annum plus 10% bonus (£3000) paid in July each year = **£33,000 total**
(In the first year the bonus is paid pro rata based on number of months worked up until July).