



Path Hill Outdoors

Job Title: Educational Centre Programme Support
Remuneration: £18,000 to £21,000
Leave: 25 days a year
Responsible to : The Directors
Office base: Path Hill Outdoors Site
Hours: Full time - 40 hrs. per week (8.30am to 4.30pm with seasonal variations, time in lieu given)

Path Hill Outdoors is a fast growing, dynamic outdoor centre delivering exciting outdoor education programmes to schools, community groups and individuals. Much of our work is with students who find mainstream school challenging. We are seeking a person to support our educational programmes with the necessary 'can do' approach to our work. This role will be integral to our daily operations.

To thrive in this role, you'll need to love variety, work independently, communicate well and be super organized. No day is ever the same! Full training will be given.

KEY RESPONSIBILITIES

- Liaise with our one to one manager to support the delivery of these programmes
- Liaise with our group manager to support the delivery of these programmes. This may require some variation in hours over the summer period.
- Coordination of the delivery of Wild Days and Ducklings (holiday, activities and preschool group)
- Monitoring Participant – our website booking system
- Compiling website copy and photos and preparing end of term photo books for students
- Stock control and ordering of resources in the centre
- Dealing with any general administration pertaining to the role

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

Person Specification

To become our programme support person you must be able to show evidence of the following skills, experiences and personal qualities:

Skills

- Good oral and written communication skills;
- Excellent interpersonal and negotiating skills;
- Good customer service skills;
- Good time management and organisational skills;
- IT skills – Microsoft Excel and Word;
- Analytical and problem-solving skills;

Experience in

- Working in a team
- Involvement in projects

Personal Attributes

- Be confidential
- Be honest and trustworthy
- Possess cultural awareness and sensitivity
- Be flexible
- Show initiative and have a willingness to learn