



# Activity Centre Warden

Guys Farm Activity Centre

Bay Horse

Lancaster

LA2 9DF



# The Role

## Overall Purpose of Job

To oversee the effective and efficient day-to-day running of Guys Farm Activity Centre whilst contributing to the development of the facilities and promoting its use by Girlguiding and other users. To provide cover in the delivery of activities for site users in the event that local volunteers are unavailable.

## Accountable to

Chair and Members of the Guys Farm Management Committee

## Responsible for

Volunteers, activity instructors, visitors and contractors working on the site

## Main Duties

### Managing Visitors

- Managing the welcome and departure of visitors including cleanliness and equipment checks as appropriate.
- Facilitate and support volunteers, volunteer wardens, service teams and shop management.
- Supervise and facilitate contractors on site and ensure appropriate insurance is held for them to carry out any works.

### Site & Equipment Management

- Upkeep and maintenance of the Centre, it's grounds, facilities, utilities and equipment ensuring that all Girlguiding policies, national and local health and safety standards are adhered to
- To ensure that all buildings, grounds and equipment are clean and ready for use prior to groups arriving
- Ensure that regular checks, tests and recordings are made on all buildings, fixed structures and fixed and portable equipment along with those necessary under health and safety requirements e.g. alarms, emergency lighting, emergency equipment, play and activity areas and equipment
- Regularly check the condition of equipment against inventories and recommend replacement to the Management Committee as appropriate
- Plan and develop a schedule of when replacement equipment is required, for the management committee to consider and approve
- Negotiate contractor rates for supply and labour for approval by the management committee

## Activities

- Ensure that all activities are run according to the relevant policies and regulations (National, Local & in-house) including completion and updating of all risk assessments in collaboration with Lancashire West and Lancashire North West Outdoors Activities Advisers
- Provide emergency cover for site activities requiring qualified instruction
- Maintain an up-to-date list of all voluntary instructors including their training, certification, date of appointment and date of renewal/refresher retraining.
- Check the competency of all instructors prior to access to an individual activity.
- Provide voluntary instructors with reminders when refresher training is due.
- Maintain a comprehensive record of all climbing, abseil, High Ropes, Paddlesport and Archery equipment in accordance with Girl Guiding and National body recommendations
- Liaise with appointed technical advisers and action all recommendations made by them in a timely manner

## Health & Safety

- To adhere to safe working practices, methods and procedures.
- Contribute to the writing and updating of Risk Assessments.
- To respond to new requirements, technical advice and recommended action.
- Ensure the security of the site through inspection, and liaison when required with the police and local authorities.
- Retain up to date certification related to the job and centre activities such as First Aid, instructional certificates etc.
- To maintain up to date knowledge of changing legislation related to the Centre and its activities and to undertake training and development as appropriate.
- To liaise with Girlguiding HQ and Association Scouting and Girlguiding Centre's Group for peer support (ASGC).

## Administration

- Liaise with the administrator regarding bookings for accommodation, camp sites, activities and instructors and collection of fees.
- To maintain all necessary records e.g. asset registers, inventories, certificates, invoices and records of work and liaising with the treasurer regarding invoices and bill payments
- Collect fees as required, banking monies and liaising with the treasurer and Bookings Administrator as required.
- Liaise with volunteers regarding the management and regular update of the website
- Provide regular reports of the site usage, forward works programmes and completed works to the management committee.

- Comply with centre financial requirements as outlined in the Guys Farm Finance Policy.
- Provide monthly time sheets to the chair of the management committee in a timely manner.
- Identify and promote projects that will enhance the future income of the Centre.

## Marketing & Promotion

- Coordinate with volunteers to produce promotional information through the website and social media.
- Engage in activities to increase the revenue generated by the Centre.
- Identify opportunities to market and publicise the activities and offering of the Centre.

## General

- Ensure friendly working relationships are maintained with the local community, adjacent land users and those traversing the site.
- To contribute to the development of the site by providing maintenance update reports and recommendations for improvement on all aspects of the centre to the Management Committee.

To undertake any other duties as reasonably required within the overall purpose of the post as considered appropriate by the Management Committee.

## Additional Information

### Contract

This post is a permanent role for 40 hours per week. At busy times you will be required to work weekends but will be guaranteed one weekend per calendar month off. In order to meet the needs of the business, your weekly hours will be aggregated annually so that during periods of high occupancy at the Centre, you will be present to oversee the use of the Centre and its facilities. Overtime as a rule is not paid.

### Location

Your primary place of work would be: **Guys Farm Activity Centre, Bay Horse, Lancaster, Lancashire, LA2 9DF.**

However, there may be occasion when you may be required to perform your duties, on a temporary or permanent basis, from home or from any other Girlguiding premises within a reasonable travelling distance of this location. You may be required to travel (both inside and outside the UK) on business associated with the Centre or Girlguiding.

### Salary

The salary for the position is £18,768 - £19915 per year. It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in exceptional circumstances.

## Holiday entitlement

The annual leave entitlement based on a 40hour full time role is 22 days per annum plus Bank holidays.

## Medical and criminal records check

Some roles in Girlguiding are judged as exempt under the Rehabilitation of Offenders Act 1974. Where applicable, applicants may be subject to a Disclosure & Barring Service (DBS) check by the Disclosure & Barring Service. If you have accepted a caution, warning or reprimand from a police officer, then you have admitted your part in an offence and so this should be declared along with any conviction.

Guys Farm Activity Centre will require your permission, and the relevant information, to obtain clearance from the Disclosure & Barring Service. Failure to give permission or to supply information may result in the termination of your employment with Guys Farm.

Upon successful appointment, if you are required to complete a medical questionnaire and a criminal record disclosure check, employment is subject to satisfactory receipt of both these.

## Probation

You will be required to serve a probationary period of 26 weeks.

## Notice period

During probation the notice period on both sides is four weeks and thereafter 3 months.

## How to Apply

The closing date for applications is **Friday 15 October 2021 at 9am**. Please complete the application form and return by email to

[helen.fitton@girlguidingnwe.org.uk](mailto:helen.fitton@girlguidingnwe.org.uk)

Alternatively, post the completed form to

**Helen Fitton, GirlGuiding North West England, Guiding Road, Preston, PR2 5PD.**

Candidates shortlisted will be invited to attend for interview on Sunday 24<sup>th</sup> October 2021. Interviews will be at Guys farm Activity Centre, Guys farm, Bay Horse, Lancaster, Lancashire LA2 9DF.

Unfortunately, we are unable to give feedback to applicants not shortlisted for interview. We do provide feedback upon request to those candidates interviewed.

# The Person

Criteria	Assessment	Essential / Desirable
<b>Skills</b>		
Excellent verbal & written communication skills - able to communicate effectively with internal and external members	A/I	E
Excellent administration & Record keeping skills	A/I	E
IT skills; in particular, the use of Microsoft Office suite	A/I	E
Ability to identify and undertake minor maintenance including gardening	A/I	E
Time management skills and an ability to plan, organise and prioritise, ensuring that tasks are completed within requested timescales	A/I	E
Strong interpersonal skills both face to face and over the telephone	A/I	E
Awareness of when to exercise confidentiality	A/I	E
Flexibility to attend meetings/undertake additional duties as and when required/out of hours & weekend work	A/I	E
Positive approach to working in a small team	A/I	D
Ability to use initiative	A/I	D
Ability to cope with a varied and interesting workload	A/I	D
Methodical in approach to cleanliness especially ensuring the centre is clean and tidy both before and after hire	A/I	E
Possession of nationally recognised outdoor leadership qualifications	A/I	D
Willingness to undertake training as required for the role	A/I	E
<b>Experience of</b>		
Working as a warden or maintenance operative	A/I	E
Working in a customer-focused environment	A/I	D
Working with volunteers	A/I	D
Girlguiding UK structures, policies and priorities	A/I	D
<b>Values</b>		
Flexible attitude to work	A/I	E
Commitment to the aims of Girlguiding UK	A/I	E
Understanding of equality and diversity in the workplace	A/I	E
Understanding of the contribution volunteers make to charities	A/I	E
Commitment to delivering excellent customer service to both internal and external partners	A/I	E

Key: Assessment - A = Application I = Interview