



Activity Centre Warden

Permanent Role

Guys Farm Activity Centre

Bay Horse

Lancaster

LA2 9DF



The Role

Purpose of the job

To ensure effective and efficient day-to-day running of Guys Farm Activity Centre whilst contributing to the development of the facilities.

Accountable To

Guys Farm Management Committee reportable to the Chair of the Committee.

Responsibilities

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

Main Duties

Site Management

- Welcoming and overseeing the departure of visitors
- Facilitating and supporting volunteers, volunteer wardens, service teams and shop management
- Supervising and facilitating contractors on site
- Upkeep and maintenance of the Centre, its grounds, facilities, utilities, and equipment
- Ensuring all buildings, grounds and equipment are clean and ready for use prior to groups arriving
- Ensuring all Health and Safety Legislation is adhered to
- Regularly check the condition of equipment, plan and develop a schedule of when replacement equipment is required, for the management committee to consider and approve
- Hold the Warden phone for out of hour emergencies. A supplementary payment will be made for this
- Ensure friendly working relationships are maintained with the local community, adjacent land users and those traversing the site

Activities

- Ensure that all activities are run in accordance with relevant policies and regulations (National, Local & in-house)
- Provide emergency cover for site activities requiring qualified instruction where qualified to do so
- Work with Guys Farm Administrator to have full knowledge of all visitors; instructors and volunteers who attending site and activities booked
- Maintain a comprehensive record of all activity equipment in accordance with Girlguiding and National body recommendations
- Liaise with appointed technical advisers and Guys Farm management Committee and action all recommendations in a timely manner

Health & Safety

- Adhere to safe working practices, methods and procedures
- Contribute to the writing and updating of Risk Assessments
- Ensure the security of the site through inspection, and liaison when required with the police and local authorities
- Retain up to date qualifications related to the job and centre activities, such as First Aid, instructional certificates etc.
- Maintain up to date knowledge of changing legislation related to the Centre and its activities and to undertake training and development as appropriate

Administration

- Liaise with the centre administrator regarding bookings for accommodation, camp sites, activities and instructors and collection of fees
- Maintain all necessary records e.g. asset registers, inventories, certificates, invoices and records of work
- Liaise with the treasurer regarding invoices and bill payments.
- Provide updates for the activity centre website
- Provide regular reports to the management committee of site usage, work in progress and completed work, etc.
- Attend Guys Farm Management committee meetings as required
- Identify and promote projects that will enhance the future of the Centre

General

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, aggregated annually, which includes weekend work, but you will be guaranteed one weekend per calendar month off. To meet the needs of the business, weekly hours need to be flexible for the needs of the centre.

Salary

The minimum salary for the position is £20,500, a higher starting salary may be considered depending on relevant qualifications and experience.

Holiday Entitlement

The annual leave entitlement is 22 days per annum plus Bank holidays.

Medical and Criminal Records Check

Confirmation of appointment will be subject to a satisfactory medical report and DBS clearance in accordance with Girlguiding Policy.

Probation

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

How to Apply

The closing date for applications is 23:55 on 31 March 2022.

Applications will only be accepted once the application form has been completed in full and returned by email to: helen.fitton@girlguidingnwe.org.uk

Candidates shortlisted will be invited to attend for interview April or May to be confirmed. Interviews will be on site at Guys farm Activity Centre, Bay Horse, Lancaster, Lancashire LA2 9DF.

The Person

Criteria	Assessment	Essential / Desirable
Skills		
Excellent verbal & written communication skills - able to communicate effectively with internal and external members	A/I	E
Excellent administration & record keeping	A/I	E
IT skills; in particular, the use of Microsoft Office suite	A/I	E
Ability to identify and undertake routine 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
Experience of		
Working as a warden or maintenance operative	A/I	D
Working in a customer-focused environment	A/I	D
Working with volunteers	A/I	D
Girlguiding UK structures, policies and priorities	A/I	D
Values		
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