

No role 2019

Head of Programmes (Camp) Job Description

Post Title: Head of Programmes

Rate of Pay: £450 per week

Responsible to: Camp Director

Responsible for: The safe and efficient set up and delivery of the social camp programme.

Purpose of job: To ensure the smooth and effective running of the camp programme, considering all operational aspects of the programme.

Responsibilities:

1. Assist in staff training sessions as required:

- To develop and update training information as required e.g. PowerPoint slides and written handouts.
- To deliver training sessions to staff prior to camp.

2. The overall operational activities of the camp programme including:

- Management of the curriculum timetable.
- Management of the social programme timetable.
- Liaise with designated Site manager to ensure the appropriate facilities are available at the right times to deliver lifestyle/activity sessions and social activities.
- Support, guide and ensure appropriate communication with Head of Lower and Uppers.
- Adhering to all MoreLife Governance Policies and Procedures (including risk assessment, fire and accident and emergency procedures).
- Ensure all staff, volunteers and visitors are fully aware of the incident management procedures e.g. fire, accident and emergency procedures.
- Co-ordinate and organise activities associated with visitors.
- Support the planning and organisation of the activities for the parent's weekend.
- Manage events to a budget as specified by central office and Camp Manager.

3. Ensure that all social activities are:

- Planned and co-ordinated effectively.
- Developmentally appropriate.
- Consider the needs of the campers in the group and effective in the engagement and social interaction of all involved.
- Fun and enjoyable experience for all campers and fellow staff.
- Varied for the campers, utilising a range of skills, activities, and approaches to the delivery of the sessions.
- Support physical activity leaders and lifestyle leaders to develop their skills to deliver the sessions effectively and inclusively.

- Designed to develop the campers to feel empowered to undertake activity themselves following the camp.
4. Work with Management team to ensure effective operational delivery of all camp activities.
5. In partnership with the Camp Director and Head of Loweres and Uppers ensure effective communication with:
- Local site staff to ensure effective delivery of the programme.
 - Camp staff using a daily management meeting, daily group leaders meeting and a weekly camp staff meeting.
 - MoreLife central team providing daily number updates, as well as any other information required.
 - Responsibility for overseeing the Day Volunteer team, including interviewing applicant's rota planning, organisation and resolving any day to day issues which may arise.
6. Ensure the effective administration of the camp curriculum and social programme, including the maintenance of all records, and adherence to all practices, procedures, monitoring and reporting.
- Effective office and information management.
 - Ensure the availability of accurate information on campers on camp (for health and safety purposes).
7. Work with and support staff to:
- Ensure campers are not left unsupervised at inappropriate times.
 - Ensure adherence to camp code of conduct.
 - Ensure appropriate staff coverage of all camp activities.
 - Support Head of Loweres and Head of Uppers to ensure safe and effective practice.
 - Ensure adherence to the Governance Policies and Procedures on camp.
 - To ensure best practice use of all equipment by campers and staff.
 - Ensure all campers are supported to overcome an important early challenge of living away from home.
 - To recognise staff challenges such as: stress, tiredness and taking appropriate breaks within all team members.
8. Ensure safeguarding issues are dealt with according to the guidelines within the staff handbook or from the MoreLife central team. Ensure confidentiality of these issues.
9. Adhering to the More-Life Governance Policies and Procedures ensuring the risk is minimised for children, staff and visitors to camp especially Information Governance, Health and Safety, Risk Assessment and Safeguarding.
10. Liaison with MoreLife marketing and PR and the media.

- Health and safety: To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the campers in your care.
- There is a no smoking and drinking of alcohol policy in force for the duration of the camp.
- Equal Opportunities: Post holders must at all times carry out their responsibilities with due regard to MoreLife's equal opportunities policy.

**Head of Programmes
Person Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	A relevant degree in any of the following: Education, Physical Education, Sport & Exercise, Psychology, Nutrition and Child Development or a related field.		Application
EXPERIENCE	Experience of planning and co-ordinating events for children in an activity based environment	Experience of planning and co-ordinating activities to children within an obesity treatment setting Experience in delivering a high level of pastoral care in a residential environment	Application and Interview
SPECIAL ATTRIBUTES	Self motivated Strong personal skills Ability to use initiative Be able to work under pressure Ability to work effectively as a team leader Strong organisational skills Ability to delegate and manage tasks and team members Excellent verbal and written communication skills Ability to meet targets		Application and Interview