



**BROADFORD
& STRATH**
COMMUNITY COMPANY

CREATING A STRONG, SELF-
SUFFICIENT, INCLUSIVE
AND ECO-FRIENDLY
COMMUNITY



Outdoor Learning Manager - Job Description

Broadford Outdoor Centre

Are you passionate about outdoor learning for early years and primary?
Would you like to rise to the challenge of creating and leading an amazing new outdoor education centre and delivery team?
Please read on for an inspiring new opportunity.

Background

Broadford and Strath Community Company have secured funding to offer a new type of childcare for families in Broadford and Strath. Our new business will care for and educate children following the Curriculum for Excellence, incorporating learning in an outdoor environment where free play, fresh air, fun, exposure to the natural world and physical activity are an integral part of learning. Our aim is to address the increasing disconnect between children and nature through the provision of inspiring learning opportunities in the natural environment. The outdoor centre will provide after-school and school holiday sessions, eventually a nursery will be established.

The Role

As Manager you will join us at an exciting time as you'll be tasked with establishing the Broadford Outdoor Centre and setting up a new team who will provide a high standard of physical, emotional, social and intellectual care for the children aged 3-12 years, in our beautiful outdoor setting. You'll work with your team to create an enabling environment where children can develop and learn through play. You'll use your existing skills, experience and passion for outdoor education to deliver a fantastic experience for our children, promote our ethos and help to make the centre the best it can be.

Main Responsibilities

- Establish a new outdoor education centre providing at first, after-school and holiday care for primary school children and eventually, an outdoor nursery for 3 and 4 year olds
- Create a safe, caring and stimulating environment
- Develop resources, ideas and activities that will support safe and inspiring outdoor learning
- Supervise and engage in activity planning to make sure that children's needs are met
- Work closely with parents and/or carers, giving them a high standard of customer service, including regular progress reports



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- Work with colleagues and other professionals to make sure that children's needs are met
- Make sure that equipment, such as furniture, toys and protective clothes are in good condition
- Ensure the smooth running of the centre
- Ensure health, safety and wellbeing of children and staff at all times.
- Lead and motivate the staff team to ensure delivery of high-quality care through managing a staff group that deliver a high-quality practice within the centre
- Ensure that Child Protection policies and procedures are adhered to at all times
- Undertake First Aid training and Food Hygiene training as required
- To help and support students/volunteers on placement
- Organise and deliver staff meetings, parents' nights
- To attend and participate in staff and wider company meetings, planning and development days
- To act as an ambassador for the organisation and maintain a positive image of its aims and objectives
- To support wider company activities
- Undertake training as required.

Your business responsibilities as a manager would also include:

- Establishing the new centre at Bradford Community Woodland, including achieving Care Inspectorate registration
- Preparing policies and procedures for the centre
- Recruiting and inducting and managing suitably qualified and experienced staff
- Supporting and developing the outdoors team
- Managing a budget & fund-raising
- Arranging marketing and publicity materials and promoting the centre & facilities
- Creating management reports, and maintaining staff and child records
- Running the centre in line with environmental, health and safety and fire regulations
- Dealing with parent enquiries and feedback
- You would work closely with the Bradford and Strath Community Company to make sure it meets the national standards for early education and childcare used by the Care Inspectorate to check services.

What we are looking for in our ideal leader:

Essential

- A BA in Childhood Practice (or the equivalent) or the willingness and ability to complete this in line with SSSC requirements
- A positive outlook and genuine interest in the success of the business
- Experience in a management role
- Experience in successfully managing and motivating teams

- Experience in delivering forest schools or outdoor education
- Experience of working and implementing the Curriculum for Excellence framework
- Good knowledge and understanding of the safeguarding children obligations
- Someone who is highly organised, reliable, self-motivated and a team-player.

Desirable

- Two years' experience in a management role
- Excited about establishing a new centre
- The ability to adapt quickly to changes, is flexible and uses their initiative daily.
- A great passion for nature play and engaging children with the outdoors
- Strong relationship-building and communication skills to build a rapport with parents, play leaders and the BSCC Board
- ICT Skills
- Forest School experience.

Benefits:

Starting salary £24,000 - £27,000 dependant on experience and qualifications

28 days paid holidays every year inclusive of public holidays

Fully funded Forest school training

Working Hours

This post will require working 37 hours per week, after school, some weekend and during bank and school holidays.

To apply:

To apply please send your CV and a covering letter explaining why you would like to join our exciting venture and why we should consider you for this post.

Any offer will be subject to a successful reference and PVG check and registration with the SSSC.

Duration

This position is a full-time, fixed term contract until March 2020 with the possibility of extension depending on future funding. It is funded through the Aspiring Communities Fund with support from the European Social Fund. The successful applicant will be employed by Broadford and Strath Community Company. It is planned that Broadford Outdoor Centre will continue operating as a financially sustainable social enterprise beyond this initial pilot project.