

Job description

Job title: Centre Manager – Outdoor Education

Grade: Dorset Grade 12/BAR/13

Job evaluation reference: ES630a/b/c

Job family: Education and Youth

This Job Description and Person Specification covers the Centre Manager posts at Carey Outdoor Education Centre (ES630a), Leeson House Field Studies Centre (ES630b) and Weymouth Outdoor Education Centre (ES630c). The post will be appointed at Grade 12, however, one post holder will also have responsibility for supporting the OE Strategic Lead with Outdoor Education Advisory work and will be appointed at Grade 13 (requirements are specified on the Job Description and Person Specification).

Purpose and impact

To manage and lead the centre, including its staff, facilities, and resources, ensuring financial sustainability by effectively controlling budgets or generating income as required. The role involves actively developing, marketing, and delivering high-quality outdoor education programmes tailored to children, young people, and adults, maximising centre usage to benefit Dorset residents. By creating and promoting a clear vision, the postholder will enhance the centre's local, national, and international reputation, increasing engagement and attracting new customers to secure its long-term success.

Key responsibilities

1. To engage with schools in the public and independent sectors and also the wider public.
2. Establish and maintain relationships with young people, schools, partner organisations and community groups. This relationship will involve challenging attitudes and behaviour in the context of delivering targeted early action or Alternative Provision.
3. To manage the income and expenditure budgets for the centre.
4. Responsible for bookings, planning of courses, supporting and assisting schools and other customers at and away from the centre.
5. To develop links and service initiatives that specifically link OE to the core work of Children's Services.
6. Responsible for delivery of evidence-based interventions with regards to early action and Alternative Provision and an outcomes-based approach to all visits and work. Maintain recording and evaluation tools required to measure impact and achievement of outcomes.
7. Ensure the effective implementation of all health and safety requirements.
8. To be actively involved in face-to-face OE service delivery both at the centre but also off site and at other OE centres.
9. To maintain a good relationship between the centre, visiting groups and the local community.
10. To represent the centre at meetings and marketing events as required.
11. Provide First Aid cover when required.
12. Ensuring the discharge of administrative duties including budget control, bookings, health and safety log etc.
13. Any other lesser or comparable duties as required.



In addition to the above, the Grade 13 post holder will be required to:

14. Contribute to the work of the Outdoor Education Advisory Service including visit scrutiny and course delivery after appropriate training.
15. Fulfil the criteria to become an Ordinary or Associate member of the Outdoor Education Advisers Panel.
16. Have the skills to work directly with teaching staff in the delivery of training.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Strategic Lead – Outdoor Education

Responsibility for: To manage a team of OE staff and admin support including permanent and seasonal workers and also including apprentices

Other factors

26. Ensure effective communication with the local community.
27. Much of the work is outdoors working with children, young people and adults in a range of weather conditions for 12 months of the year. Working hours are varied and may include evening and overnight duties. The work can be extremely physical and mentally demanding.
28. An Enhanced DBS check will be required.
29. Flexible and out of hours working to meet the requirements of the post which may require working evenings, overnight, weekends and Bank Holidays.
30. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process. We'll also use references to confirm that you meet the criteria for this role.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Degree level education	Application form
2. First Aid at Work qualification	Application form
3. For Grade 13 post holder only: Qualified teacher status	Application form
Experience	
4. Experience of working in outdoor education in a residential and day visit setting	Application form
5. Proven experience of staff supervision/management	Application form
6. Proven experience of budget management	Application form
Knowledge, skills and abilities	
7. Knowledge of the contribution OE can make towards the personal, social and academic development of young people	Interview Assessment
8. To develop a business plan for the centre which aligns with the vision for the Outdoor Education Service and Dorset Council Children's Services	Interview Assessment
8. Understanding of and care for the environment	Interview Assessment
9. Understanding of marketing	Interview Assessment
10. Knowledge of budget management processes	Interview Assessment
11. Understanding of Health and Safety requirements	Interview Assessment
12. Anti-discriminatory practice	Interview Assessment
13. Thorough knowledge of Child Safeguarding requirements/procedures	Interview Assessment
14. Excellent communication and listening skills	Interview Assessment
15. The ability to build good relationships and earn trust and respect	Interview Assessment
16. Initiative, enthusiasm and motivation	Interview Assessment
17. Tact and sensitivity	Interview Assessment
18. Patience and resilience	Interview Assessment
19. A non-judgemental attitude	Interview Assessment



20. Good organisational and planning skills	Interview Assessment
21. Good negotiating skills	Interview Assessment
22. Knowledge of health and safety requirements	Interview Assessment
23. Able to use all necessary IT systems (DC systems, Facebook etc)	Interview Assessment
Our values	
24. Respect	Interview Assessment
25. Together	Interview Assessment
26. Accountability	Interview Assessment
27. Openness	Interview Assessment
28. Curiosity	Interview Assessment
Other	
29. Flexible approach to working hours including evenings/overnight/weekends/Bank Holidays	Application form
30. Ability to fulfil the travel requirements of the role	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
31. For Grade 12 post holders: Qualified teacher status	Application form
32. Youth work qualification	Application form
33. Outdoor leadership qualification	Application form
Experience	
34. Experience of delivering group work	Application form
35. Marketing a service	Application form
Knowledge, skills and abilities	
36. Understanding the needs of working in a rural community	Interview Assessment
37. Knowledge of systems, policies and procedures relevant to the operating of an outdoor education centre. This could include relevant policies such as those of the employer, HSE, OEAP and DfE.	Interview Assessment

Approval

Manager's job title:

Date: March 2025

