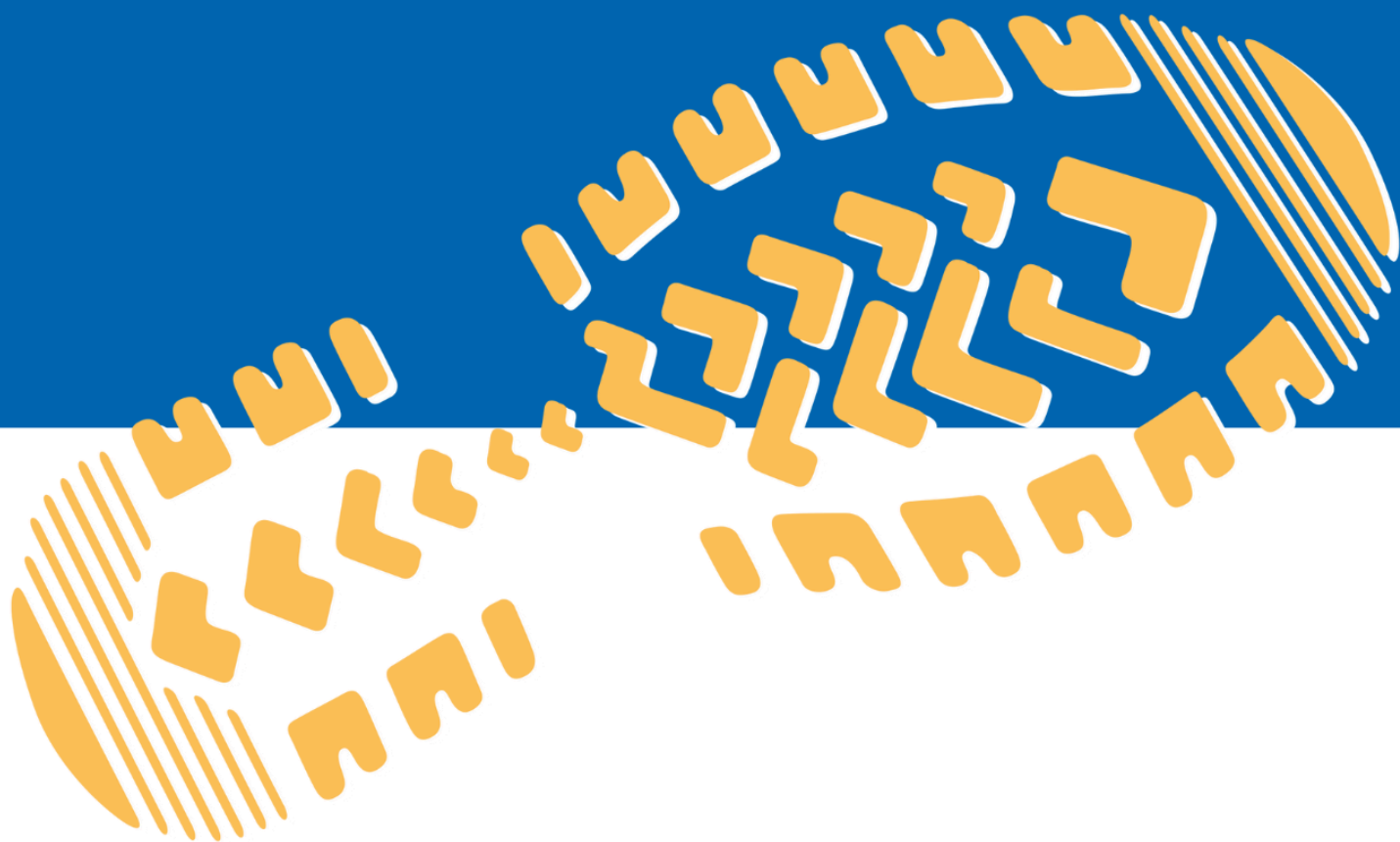


# Youth Adventure Trust Adventure Programme Support Manager



## Summary

**Title:** Adventure Programme Support Manager  
**Reports To:** Director of Programmes & Development  
**Salary:** £29,000 - £31,000 per annum, depending on experience  
**Location:** Home-based, flexible with easy access to the Wiltshire area  
**Contract:** Permanent  
**Holiday:** 25 days per annum, plus public holidays  
**Application:** Application Form  
**Closing Date:** Friday 26th April at 9am

## The Charity

The Youth Adventure Trust is a youth development charity working with vulnerable young people aged 11 to 16 years old from Wiltshire and Swindon. Our outdoor activity based YAT Adventure Programme enables young people to challenge themselves, experience success, learn to go beyond their own expectations and grow in confidence. Through a series of residential camps and day activities they are able to build resilience, self esteem and develop social and life skills. The YAT Resilience Programme works to the same outcomes through a year long programme of monthly activities, home-based challenges and reflective practice. Our Mentoring Programme works with those young people in need of some additional individualised support at the end of our other programmes. The Trust's Bursary Programme is open to all those young people who have completed an initial programme, in order to assist their next steps into further activities. Our aim is to make a lasting improvement to the lives of vulnerable young people. All our services are provided completely free of charge to the young people who are nominated by schools and other youth organisations to take part.

## The Role

We are looking for an experienced, dynamic and motivated Adventure Programme Support Manager to support both young people and volunteers on our Adventure Programme. Working alongside the Programme Managers you will act in a support function across the activity days and camps, and be involved in direct one to one support for young people. You will also work alongside the Volunteering Lead to recruit, manage and support the volunteers who are front and centre of ensuring our young people's positive experiences and outcomes. This is a diverse role with the opportunity to make a real difference to the lives of vulnerable young people both through direct work and supporting the wider team.

### Programme Support

This aspect of the role includes;

- Attending residential camps and activity days throughout the year, assisting with organising and delivering the Adventure Programme.
- Ensuring the highest standards of support, safety and safeguarding across the programme and all aspects of the Youth Adventure Trust's work.
- Carrying out direct work with young people to help support their needs and fulfil the Youth Adventure Trust's aims.
- Supporting work with the young people's families to promote full attendance, effective participation and ensure they have all the information they require.
- Supporting work with our referral partners to ensure they have an excellent understanding, relationship and experience with the Youth Adventure Trust.
- Contributing to ongoing feedback to young people, parents, carers and schools.
- Supporting the effective monitoring of the programme and measurement of young people's developmental outcomes.
- Working with the Programme Managers to support young people moving on to the Mentoring Programme, and promoting take up of the Bursary Programme.
- Supporting the development of further opportunities for young people both during and after their YAT journey.

- Assisting the day-to-day administration and management of the programme. This may include maintaining a database, producing written communications and reports, information leaflets, website updates, budget monitoring, booking and negotiating with providers, and an array of detailed record keeping.
- Creating website and social media content to highlight and promote YAT's work.

## **Volunteer Management**

Volunteers are critical to the success of our programme for vulnerable young people; recruiting, supporting and developing capable, skilled, empathetic, engaging and committed volunteers is essential to the impact of our work.

This aspect of the role includes;

- Promoting volunteering opportunities and recruiting new volunteers to the organisation to ensure needs are met.
- Acting as a key point of contact for volunteers, maintaining communication and engagement with the charity.
- Administering all aspects of a volunteer's involvement with the Trust, including completing the relevant checks and references, record keeping and database maintenance.
- Organising, preparing and information sharing with volunteers to ensure they are ready to fulfil their role.
- Supporting volunteers in their role on our Adventure Programme, facilitating opportunities for informal supervision and debriefing. Our volunteers work tirelessly to ensure the young people get as much as possible from their time with the Youth Adventure Trust, and often deal with challenging and impactful situations.
- Developing and coaching volunteers in their role through working alongside them as they support young people on our Adventure Programme residential camps and day activities.
- Creating and delivering training opportunities for new and existing volunteers.
- Creating website, newsletter and social media content to promote volunteering and engagement with the charity.
- Supporting our Volunteer Committee in their functions which include organising awareness raising and social events.

- Developing opportunities for a diverse portfolio of volunteering roles within the organisation.
- Supporting the fundraising team through providing feedback, reports or event support.

Across the role you will;

- Be involved in sector networking and awareness raising on behalf of the Trust.
- Act as an ambassador for the Youth Adventure Trust at all times.

The post is subject to a six months' probationary period.

## The Candidate

To be up to the challenge you'll need an excellent understanding and a proven track record of relevant experience working with vulnerable and challenging young people. You'll need demonstrable skills at building effective relationships with young people, parents/carers, and professional organisations. In addition, you'll need an excellent understanding of volunteering and relevant experience working with and managing volunteers. You'll need strong influencing and motivational skills; the capacity to get the best out of people and confidently deal with issues. You'll be an excellent communicator, planner and problem solver, a strong team player and an exemplary role model.

We need someone with:-

- Commitment to safeguarding and promoting the welfare of young people.
- Relevant experience of working with young people aged 11 - 14 years old, preferably in a residential environment as well as outside of this.
- Relevant experience of working with volunteers in the Third Sector, including recruiting, supporting and managing volunteers.
- Knowledge of volunteering issues and legal requirements.
- Experience of delivering training and strong facilitation skills.
- Experience in working in partnership with other professional organisations.
- Strong team skills with the ability to motivate and support a wide range of people.

- Self-motivation with the ability to work on their own initiative to plan and manage their workload.
- Strong IT skills including experience of MS Office, databases and social media.
- Knowledge of marketing and promotion, with an ability to use those skills to promote opportunities effectively.
- Excellent administrative skills and a methodical and thorough approach.
- Excellent communication and interpersonal skills.
- The ability to perform well and problem solve in high-stress and changing situations. Ability to be flexible and dynamic in approach.
- A positive attitude, high energy and enthusiasm for the work of the Youth Adventure Trust. A personal interest in and an understanding of the positive impact outdoor adventure, especially for vulnerable young people, and a desire to help inspire young lives.

In addition:-

- The ability to work flexible hours including occasional evenings, weekends and a handful of residential trips as required is essential - if you are looking for a predictable Monday to Friday, 9-5, work environment throughout the year, this won't be the right fit.
- A full clean driving licence and access to your own vehicle is required

## Safer Recruitment

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and requires all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Please be advised;

- a satisfactory Enhanced DBS Disclosure with Children's Barred List will be required for this post;
- we will seek references on shortlisted candidates before interview, and may approach previous employers for information to verify particular experience or qualifications;

- if the applicant is shortlisted, any relevant issues arising from his or her references or application will be taken up at interview;
- in accordance with due diligence checks, online searches may be conducted as part of the selection process on shortlisted candidates;
- if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” (e.g. where a warning could no longer be taken into account in any new disciplinary hearing), and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, then contact will be made with that employer who will be asked about these issues; and
- applicants should note that providing false information is an offence and could result in the application being rejected, or dismissal if the applicant has been selected, and possible referral to the police.

Please review our Safeguarding Policy available at [www.youthadventuretrust.org.uk/policies](http://www.youthadventuretrust.org.uk/policies)

## How to Apply

Please complete the Application Form which includes the opportunity to outline why you think you are suitable for this role, making specific reference to the Role and Candidate Specifications above.

### **The Application Form should be returned to:**

Tessa Woodrow, Director of Programmes and Development

#### **By Email:**

Tessa@youthadventuretrust.org.uk

#### **By Post:**

Youth Adventure Trust

Windmill Hill Business Park



Whitehill Way

Swindon

SN5 6QR

**Applications Closing Date: Friday 26th April 2024 at 9am**

**Interview Date: Friday 3rd May 2024 in the Wiltshire area**

The Youth Adventure Trust sincerely thanks all those who apply, however only those considered for an interview will be contacted.

Unfortunately we are unable to reimburse interview expenditure incurred.

#### **Data Protection Statement**

For information about how we use your data, please see the Privacy Policy on our website [www.youthadventuretrust.org.uk/privacy](http://www.youthadventuretrust.org.uk/privacy), or request a hard copy by calling 0330 123 2446.

#### **Equal Opportunities and Diversity Statement**

The Youth Adventure Trust is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

#### **Additional documentation:**

- Application form
- Recruitment of Ex-offenders Policy
- Example Reference Questions