

Job description

Activity centre manager

- Job purpose:** To manage the day to day running of the Deer Park residential and activity centre effectively and efficiently. To contribute to the development of the facilities and to increase its use by Girlguiding and other groups.
- Accountable to:** The trustees of Girlguiding Gloucestershire through the county commissioners.
- Responsible for:** Instructors and the welfare of volunteers and young people using the facilities.

Main duties

Overview:

- a) To be responsible for the day to day running of the centre and site management, providing a warm welcome to incoming groups.
- b) To ensure the site is clean and tidy and looks well-cared for at all times.
- c) To provide input into recommendations for site developments, new initiatives, new purchases, and replacement of equipment and to attend meetings on request.
- d) To liaise with instructors, manage contractors, and oversee volunteer work parties.
- e) To establish and maintain friendly working relationships with the local community, including farmers, gamekeeper, parish council and local businesses, as well as our own Girlguiding volunteers, acting as the local face of Girlguiding Gloucestershire.

What will you be doing?

2) Managing visitors

- a) To issue and check camp and other equipment as necessary and ensure arrival and departure is managed in accordance with procedures.
- b) To provide advertised services required by users. This will include liaison with qualified instructors as required. Checking qualifications of instructors are up to date. Ensure all users are fully briefed on any processes or procedures.
- c) To seek feedback from users of the centre and take action accordingly.

3) Site management

- a) To monitor and ensure the maintenance of the grounds, trees, buildings, activity areas and facilities so that they are well-maintained and fit for purpose. This includes the site infrastructure eg. utilities, bottled gas, wood, water, electricity, oil, sewage, outdoor furniture, IT, roads and pathways.
- b) To carry out regular checks on buildings, fixed structures and grounds along with checks necessary under health & safety requirements eg. alarms, emergency lighting, emergency equipment, play and activity areas. Also to ensure portable and fixed appliance testing are carried out.
- c) To facilitate the activities of external contractors working on site.
- d) To ensure buildings are clean prior to groups arriving.
- e) To provide meter readings to support bill payment as required. In addition to manage day to day bill checking and regularly ensure best contract prices.

4) Equipment management

- a) To ensure regular checks of activity equipment and activity safety equipment are carried out and current risk assessments are available for users.
- b) To ensure any equipment required on campsites or in buildings is regularly checked against inventories or asset registers and repaired or replaced as required.
- c) To ensure that all equipment loaned by the centre is maintained and checked regularly and returned to the centre after loan.

5) Health & safety

- a) To liaise with instructors as appropriate to ensure all activities are run according to the relevant rules and guidelines for that particular activity, including the completion of risk assessments.

- b) To adhere to safe working practices, methods, procedures and undertake relevant training and development in order to respond positively to new requirements.
- c) To ensure that all safety inspections and tests are carried out in line with legal requirements and Girlguiding's schedules.
- d) To ensure security of the site is maintained through regular inspection and liaison with local authorities and bodies eg. neighbourhood watch, local crime prevention officer.
- e) To liaise with the going away coordinator to maintain an up to date knowledge of changing legislation relating to camp and activity centres.
- f) To maintain up to date certificates or qualifications required by the job eg. first aid.

6) Administration

- a) To maintain all necessary property records eg. guarantees, records of work, asset register, inventories, certificates.
- b) To be responsible for updating risk assessments for residential buildings, health and safety policies and fire procedures.

7) Income generation and promotion

- a) To support the trustees seeking to increase the revenue the centre generates in line with agreed county budgets and financial plans.
- b) To take any opportunities that arise to market and publicise the activities and offerings of the centre, providing these opportunities are in line with the objectives and strategy of the Girlguiding Gloucestershire.

From time to time, undertake other duties as reasonably required within the overall purpose of the post as considered appropriate by the Deer Park management and development committee

3 September 2023

