



Co-Warden & Activities Manager

Application Information Pack



Who we are

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever. Visit the Scouts online here:

<https://www.scouts.org.uk/about-us/strategy/our-programmes-of-work/>
for more on our values and [#SkillsforLife strategy](#).



Carl Hankinson, UK Chief Volunteer



Mark Hislop, Interim Chief Executive

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- Carl Hankinson, UK Chief Volunteer

What we do

Bonaly Strategic Plan

We're part of the Scout family and specifically South East Scotland Region and as such we strive to support the Region's goals of:

- Growth
- Inclusivity
- Youth Shaped
- Community impact

After a period of significant investment in our infrastructure we are focusing on building up our programme, activities and events and, in addition, building up the volunteer instructor team to ensure we can deliver an exciting programme for our guests.

We are also looking to develop our marketing capacity so that we can tell the world about this wonderful location and the experiences we offer.

Although a Scout Centre with Scouts our primary customers we also work closely with Guides, youth organisations and schools interested in outdoor education. We host two Forest Nursery's on-site through the week.

Bonaly Structure

The Bonaly leadership team (of which you will be a part) is responsible for all aspects of running the site and is led by a Chair who reports to the Region's Regional Centres Team and the Trustees.

Bonaly employs two full-time staff, this role and a Site Manager. A strong volunteer team provide booking, finance, volunteer management, site development and management support.

You'll be helping change young people's lives. But what else is there for you?

We've got some great benefits

- A competitive salary of £25k to £30k per annum depending on your experience and qualifications.
- An allowance for Duty nights on site or when on-call.
Holiday Entitlement: 35 days holiday a year inclusive all public holidays. (and we don't insist you go camping)
- Pension Scheme: You'll be automatically enrolled into our stakeholder pension scheme, contributing 3% of your qualifying earnings.
- We are proud to be a family friendly employer and employees can apply for some flexibility on their start and finish times of work.
- We will look to support study and volunteer leave: Special leave includes paid leave for volunteering and study leave.
- When you're at the office, you'll be surrounded by beautiful woodland and the Pentland Hills (that means lovely lunchtime walks)

In addition, being based on the edge of the Pentland Hills there is plenty opportunity to escape to the hills and the Scottish Mountains and the Lake District are all just a few hours away.

About the role

Title:	Co-Warden & Activities Manager
Responsible to:	Chair, Bonaly Scout Centre
Base location:	Bonaly Scout Centre, Bonaly, Edinburgh
Term:	Permanent:
Salary:	£25k to £30k depending on experience
Hours	37.5 hours per week, inc evenings and weekends
Line Management responsibility	Volunteer activities Instructors and Activity Booking Administrator
Strategic responsibility	Part of the Bonaly Leadership Team

What's expected

This important role has two main components:

- Firstly, as one of our Co-wardens you will be jointly responsible for the smooth operation of the site including welcoming visitors, saying goodbye and ensuring that the facilities are well maintained for our guests.
- Secondly, you will develop our activities, programme and events to ensure Bonaly remains an attractive destination for our guests. You'll also lead our volunteer instructor team to inspire, coach and teach them to work with young people in the art of adventure. Experiential learning through "challenge by choice" is at the heart of Scouting and that's exactly what you'll be helping young people and your team to do.

As our lead Instructor you are responsible for ensuring the line management of the instructors, delivering training, monitoring performance and safety. You will also work closely with a volunteer administrator to organise bookings and the instructor team. We believe that the ability to lead, inspire and organise others is the most important skill a Co-Warden & Activities Manager can have. If you are a natural leader, if you're great at planning, and if you are already an experienced Senior/Lead instructor who has worked with a range of groups and activities then this is the role for you.

Supervisory experience – leading a team of instructors is essential.

Key accountabilities

- Creating a Scout focussed centre that delivers high levels of customer service and is recognised as a centre of excellence.
- Be an active member of the Bonaly Leadership team to ensure Bonaly thrives in the future.

As Co-Warden

- Being the first point of contact for the daily operation of the centre on a rota basis with your Co-Warden and our volunteer warden team, providing an 'on call' service during out of hours times for guests on centre, and support with first aid and safeguarding.
 - α Assisting other team members, including taking bookings, checking in/out groups and liaising with guests.
- As a Co-Warden you are responsible for ensuring the presence at Bonaly by a warden or a member of the volunteer team at busy times when we require overnight cover and some midweek evening duties.

As Activities Manager

- Development of the activities, programme and activities offered at the centre.
- Coaching, mentoring and pastoral supervision of the instructing team.
- Maintaining accurate records of staff training, assessment and competency, equipment and activity facilities, operating procedures and risk assessments.
- Implement systems and procedures to meet standards required by Scout Policy, Organisation and Rules (POR).
- Adherence to the safeguarding rules as set out on Scouting's yellow card and ensure that this is shared with all other relevant parties who may be responsible for safeguarding at Bonaly, so that everyone knows our rules of engagement. Monitoring the safety and quality of activity sessions and ensuring that all activities, programme and events run and offered by Bonaly Scout Centre meet Health and Safety requirements and that all compliance measures are carried out.

- Ensuring relevant checks, processes and paperwork are maintained to meet external and internal accreditation standards - including management of equipment and PPE.
- Delivering adventurous activities, events, and training to guests.
- Liaise and consult with volunteer team to deliver the activities, programme and services required.

About you

Person specification

We're looking for someone to join our team who is just as passionate as we are about getting young people outdoors to have an adventure. You will have great leadership potential, be organised and able to organise others, and have plenty of instructing experience with a range of groups and activities. You'll want to learn and be prepared to put in the work and effort needed to develop as a practitioner and a manager. If you're not already a member of the Scouts you'll be willing to join.

Skills and Abilities

- Ability to develop and deliver a programme of activities and events for our guests.
- Ability to communicate clearly and effectively to groups of people.
- Ability to organise, plan and coordinate work and tasks.
- Ability to deliver training and activities to both staff and our broad range of guests.
- Clearly demonstrate an ability to provide first class customer service.
- Ability to think creatively and problem solve. With a willingness to take a practical hands-on approach when needed.
- Competent IT skills especially in office applications.
- Ability to supervise staff including appropriate delegation, encouraging personal development and manage performance

Knowledge and Experience

- Experience of working with High Ropes and Target Sports sessions and equipment.
- Experience of working in an outdoor education or activity centre – working with a wide range of groups and activities.
- Inspection of activity equipment (PPE, High Ropes, Low Ropes etc).

- Experience of leading, mentoring and supporting others.
- Understanding of The Scout Association, how we work and past experience of Scouts is desirable.
- Experience of managing a budget.
- First Aid Qualified or willingness to undertake training (training provided).
- Hold or successfully apply for membership to PVG scheme (Enhanced) for working with children and vulnerable adults (paid for the Centre).
- Hold a Rock Climbing Instructor qualification or be working towards qualification.
- Hold a full UK driving license (desirable).

Values and Personal Qualities

- Cares about outdoor education and understands how it can change the lives of young people.
- Able to adapt to changing situations, communicate, cooperate with and respect others in the team
- Strives to do a good job every time and wants to do the right thing even when it's not easy to do.
- Wants to maintain up to date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.

How to apply

Before making an application please ensure that you have read the Recruitment and Selection policy which can be found here:

<https://www.scouts.org.uk/about-us/policy/recruitment-selection-policy/>

and our Equal Opportunities policy which can be found here:

<https://www.scouts.org.uk/por/2-key-policies/>

The application form can be found online here:

<https://sesscouts.org.uk/vacancies/>

The closing date for applications is 15 November 2024

Interviews are expected to be held at Bonaly Scout Centre on a date to be agreed.

If you would like to discuss the role in more detail, please contact our Chair:

peter.casebow@sesscouts.org.uk

**And now the
Adventure
begins...**



Bonaly

Scout Centre