

Snow-Camp Scotland Job Description

Vision

Snow-Camp's vision from the outset is to support as many young people as possible, and to expand programmes to enable this whenever possible and appropriate.

Key tasks will always remain central to Snow-Camp HQ and others delegated to the Programme Manager running the Scotland programme. These can be summarised as follows:

Hove HQ

- Overall Project / Staff Line Management
- Training, session plans, programme information
- Overall programme direction
- Trustees and Governance
- Insurance
- Management of all local, regional and national grants
- Policies and HR
- Finance and accounts for all programmes
- Central Fundraising
- Major Events
- Accreditation
- PR and Media
- Website Management
- We provide access to case studies, testimonials youth works on impact of Snow-Camp

Scotland

- Local Project Delivery / Management / Staffing
- Local Partnerships
- Local Youth Sector Liaison
- Local Fundraising (Regional grants etc)
- Local Events
- Monitoring and Evaluation of Scotland programmes
- Scotland Database management - eTapestry

Snow-Camp Scotland Programme Manager personal specification:

1. At least 2 years' experience in youth work in a range of settings and relevant youth work qualification (or willingness to engage in youth work training as required)
2. Passion for snowsports and working with young people
3. Proven track record in teamwork, management and people skills
4. A solid understanding of the Community Development philosophy and alignment with Snow-Camp values
5. The ability to work with a wide range of people and motivate others towards clear goals
6. Evidence of success in local fundraising and managing young people and projects.
7. A commitment to equal opportunities
8. Proven report and budget writing experience
9. The ability to enthuse young people, to encourage, build confidence and enable others to fulfil their potential. Good interpersonal skills are essential and excellent communication, relationship building and presentation skills will also be key.
10. Excellent IT skills

Summary of Main Duties

The Scotland Programme Manager (SPM) reporting to Lara Kinnear, Operations Director, is responsible for delivering the range of snowsports and life-skills focused youth training run by Snow-Camp throughout the year.

Key Tasks

- Full training from the Snow-Camp Operations Director will be given on all specifics of the Snow-Camp courses.
- The SPM responsible for all aspects of delivering and developing the Snow-Camp snowsports focused programme in Scotland. Main focus will be in Glasgow and then targeting youth projects across the central belt to Edinburgh.
- To support the current Snow-Camp Excel Snowsport Scotland Instructor training Programme for 2017.
- To continue delivering and developing a full Snow-Camp Scotland journey of programmes for 2017/18 and onwards (Snow-Camp First Tracks, Snow-Camp Graduate, Snow-Camp Excel, Snow-Camp Youth Forum and Snow-Camp Apprenticeship Programme – as described on the Snow-Camp website).
- Ensure all programmes run smoothly and effectively by leading the delivery of each programme - managing venue staff, instructors, guest speakers, youth staff, sessional staff and volunteers as required.
- Managing the budgets for each programme, including invoicing as required, Service Level Agreements and keeping an overview on all costs associated with programmes.
- Recruiting young people for each programme through visits and talks at youth projects/organisations.
- Promotion through email to all relevant youth programmes and services and presenting at key stakeholder meetings on youth service provision. Finding new young people in your area to support by Snow-Camp will be key.

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Registered Charity Number 1101030

- Keeping Snow-Camp database e-Tapestry up to date with new contacts made and invoices issued.
- Ensuring all youth groups involved in all activities are well informed of the process leading up to the programme they are attending, understand their requirements in terms of service level agreements, consent forms, paperwork etc and feel fully involved in the planning period.
- Keeping excellent records of all young people who have attended and benefited from SC programmes and ensuring all monitoring and evaluation required to demonstrate impact of SC programmes is carried out (SC development stars and questionnaires).
- Apply for appropriate local/national grants to support Snow-Camp programmes in your area.

Management and Support

The Snow-Camp Scotland Programme Manager will be supported by Snow-Camp staff team and will report to Lara Kinnear, Operations Director. The board of trustees will determine the overall direction of the programmes and will set the overall priorities in consultation with the Director and Operations Director.

The successful candidate will be subject to two satisfactory references about their suitability for this post and a full DBS check is required.