

Snow-Camp Job Description and Personal Specification

Job Title:	Manchester Programme Manager
Location:	Office in Chill Factor with Programmes delivered across Manchester Snow-Camp Head Office in Hove for training
Salary:	£22,500 pro rata (with a 10% performance bonus paid annually upon achievements of targets, once probation is passed)
Hours:	18.5 hours a week flexitime including evenings and weekends
Duration of Contract:	24 months with a 6 month probation period - Fixed term contract with extension pending funding
Annual Leave:	25 days p/a pro rata

Summary of Main Duties

The Manchester Programme Manager, reporting to the Programme Director, is responsible for planning and delivering the range of snow-sports and life-skills focused youth activities run by the Snow-Camp Manchester programme throughout the year.

Experience of working successfully with disadvantaged young people in a range of settings will be essential to the post. Passion for snow sports and supporting young people generally will be a huge advantage!

Project management skills, logistical skills, managing relationships, communication and presentation skills, experience of delivering life-skills or similar courses to motivate young people, excellent IT skills – these will all make up the job.

This is a key post requiring at least 2 years' experience involving the above skills, together with proven project management and budgeting experience.

Key tasks

In consultation with the Programme Director, to be responsible for setting up a new Snow-Camp Manchester programme. This includes making new partnerships with a range of youth organisations, along with all aspects of delivering and developing Snow-Camp Manchester's full snowsports focused journey of youth programmes to run out of Chill Factor – namely First Tracks, Graduate, Excel and Youth Forum – as described on the Snow-Camp website.

- To set up and establish a Snow-Camp First Tracks programme during 2017/18 programme year. Then to develop a full Snow-Camp journey of programmes for 2018/19 programme year (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).
- Full training from the Programme Director will be given on all specifics, but generally this includes: Ensuring all programmes run smoothly and effectively by leading the delivery of each programme – managing venue instructors, guest speakers, apprentices, youth staff, sessional staff and volunteers as required.

- Recruiting young people for each programme through visits to youth projects, 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.
- 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 consent forms, paperwork etc and feel fully involved in the planning period.
- Manage the logistics for each programme – coach bookings, instructor management, accommodation booking, venue management etc.
- Managing the budgets for each programme, including invoicing as required, Service Level Agreements and keeping an overview on all costs associated with programmes.
- Be responsible for the management and delivery of trips and overseas residential's (Snow-Camp Italy & Youth Forum Residential's) as part of Snow-Camp programmes. Including undertaking all the necessary risk assessments.
- To manage and improve the life-skills and accreditation aspects of every programme in liaison with the Programme Director.
- To be involved with the development of relevant materials and posters as required for each programme in liaison with the Programme Director.
- Liaising with relevant funders as required to satisfy requirements as stipulated in funding awarded to Snow-Camp for delivery of programme activities.
- Keeping excellent records of all young people who have attended and benefited from Snow-Camp programmes and ensuring all monitoring and evaluation required to demonstrate impact of Snow-Camp programmes is carried out (SC development stars and questionnaires).
- Keeping Snow-Camp database e-Tapestry up to date with new contacts made and invoices issued.
- Arranging external training as required for each programme eg Child Protection & Safeguarding training day for all Excel young people, First Aid courses etc.
- To manage the Snow-Camp Manchester Youth Forum, ensuring this group is active and able to feed into Snow-Camp's ongoing decision making at Board level.
- Supporting the Youth Volunteer and Snow-Camp apprentice recruitment and management for each programme. Along with applying for appropriate accreditation to recognise their volunteer hours.
- Solid understanding of Safeguarding procedures and the inherent challenges of working with young people. Attend regular training to keep up-to-date with the safeguarding skills you need to act appropriately and confidently to protect the children you work with.
- Apply for appropriate local/national grants to support Snow-Camp programmes in your area with support from Snow-Camp's Head of Fundraising.

Snow-Camp 306a Portland Road Hove East Sussex BN3 5LP

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Registered Charity Number 1101030 OSCR Registered: SC043344

Personal Specification

Essential Criteria

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. The ability to ski or snowboard to a good level
4. Evidence of success in managing young people and projects.
5. Proven track record in teamwork, management and people skills.
6. A solid understanding of youth issues, the Community Development philosophy and alignment with Snow-Camp values
7. The ability to work with a wide range of people and motivate others towards clear goals
8. Evidence of success in local fundraising and managing young people and project
9. A commitment to equal opportunities
10. To understand and adhere to all policies and procedures concerning the Safeguarding of young people
11. The ability to enthuse others, to encourage, build confidence and enable others to fulfil their potential. Good interpersonal skills are essential and excellent communication, listening and presentation skills will also be key
12. Well-developed communication and listening skills
13. Self-motivated, innovative, committed and the ability to work with minimum supervision.
14. To be able to work under pressure and to deadlines, across flexible hours and weekends as required
15. Sound knowledge of MS Office tools including Word, Excel, PowerPoint and Outlook

Desirable Criteria

1. Youth Work / Teaching qualification
2. Proven report and budget writing experience
3. Experience of managing grants and budgets – and of accounting and financial procedures
4. Ski or Snowboard Instructor qualification
5. Experience of working with and reporting to a management committee
6. Driving license

Management and Support

The Manchester Programme Manager will be employed by Snow-Camp and will report to the Programme Director. The Management Committee will determine the overall direction of the Programme and will set the overall priorities in consultation with the Director and Operations Director.

Policy Statement

Snow-Camp aims to be an equal opportunities employer.

Conditions of Service

The Manchester Programme Manager must be prepared to work regular evenings, weekends and with occasional weeks away. Snow-Camp operates flexitime system. Work patterns will change depending on time of year and programme being delivered.

Snow-Camp is committed to safeguarding and promoting the welfare of children. This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service (DBS) and two satisfactory references regarding their suitability to work with young people.

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