



## Snow Camp Job Description and Personal Specification

Job Title:	Scotland Wellbeing Manager
Location:	Office based at Castlemilk Youth Complex, 39 Arden Craig Road, Castlemilk G45 0EQ. Programmes delivered on artificial ski slopes across Glasgow and Edinburgh. Flexible Hybrid Working.
Salary:	£27,500 pro-rata full time equivalent (this includes a 10% bonus paid annually in July each year)
Hours:	18.75 hours a week (2.5 days) includes some evenings & weekends
Duration of Contract:	24-month fixed term contract with 6 month probation period (with extension pending funding)
Annual Leave:	12.5 days per year plus bank holidays (25 days on f/t contract)
Benefits:	Vitality Healthcare and pension scheme available (once 6-month probation has passed)

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### About Snow Camp

**Snow Camp is a ground-breaking national youth charity, and we are looking to recruit a fantastic Wellbeing Manager to join our Scotland team!**

Our accredited programmes are unique and attractive to young people, taking them from beginner to qualified snowsports instructors in just one year with volunteering and apprenticeship progression routes available at the end. Alongside learning to ski or snowboard, young people also have access to wellbeing support with the emphasis on improving young people's mental health and wellbeing.

You will report to the Scotland Programme Manager and will be responsible for the delivery of our group wellbeing workshops and providing 1to1 wellbeing support sessions to young people. You will also work as part of the Scotland team with the Programme Manager to provide support on our youth programmes throughout each year.

Experience of working successfully with under-served young people in a range of settings, with a focus on supporting young people's wellbeing will be essential to the post. Passion for snowsports and supporting young people generally will be a huge advantage!

Youth work, mental health & wellbeing support experience, project management, logistical skills, managing relationships, communication and presentation skills will make up the role. Along with experience of delivering group workshops to help young people work towards meaningful goals to improve their emotional wellbeing.

### Job Description

- In consultation with the Programme Manager, to manage the delivery of the Wellbeing group Workshops and 1to1 mentoring support needed for young people and Scotland apprentices employed by the charity.

- Build a good relationship with the Scotland Programme Manager to help provide support and guidance to young people.
- Work with the Programme Manager to gain the young people's trust and confidence.
- Provide support where needed to the Scotland apprentices on their 1-year Snow Camp Apprenticeship programme (2-3 young people aged 16-21 years), particularly helping to manage their wellbeing and signpost to other services where needed.
  - Providing weekly 1to1 support sessions for each apprentice.
  - Complete Personal Development Plans and Wellbeing Assessments as required with apprentices.
  - With the Programme Manager supporting apprentices with any challenges that they may be faced with and support with SVQ work when needed.
- Attend regular meetings with the other regional Wellbeing Managers to provide a consistent approach and building resources focused on improving young people's wellbeing.
- Outside of programme days, provide one-to-one mentoring sessions to young people on Snow Camp Scotland programmes, in-person or remotely, focusing on their wellbeing and offering support so they can cope with the Snow Camp programme and improve their general wellbeing.
- Attend youth project/partners organisation visits to network and promote the Wellbeing support available at Snow Camp as part of the programme.
- Be a key team member on the annual overseas snowsports residential for the Excel programme during the Easter holidays. \*Valid passport for travel in Europe & Andorra required.
- Be involved in occasional day trips to Cairngorm Mountain or Glencoe Mountain as part of the Snow Camp programmes.
- Use our UPSHOT online database system to keep accurate records and ensure all monitoring and evaluation is carried out.
- Attend external training as required (e.g. Safeguarding and Mental Health Awareness tutor training courses).
- Ensure that all activities and provision you deliver is done safely and in line with organisational policies.
- Support the Programme Manager as required with recruiting young people, programme administration and other tasks to help with Scotland programme run smoothly.
- Additional tasks may vary depending on different opportunities in throughout the year.

### Personal Specification

- A passion and desire to support young people's mental health & wellbeing.
- An ability to provide a nurturing safe space.
- An ability to create engaging and meaningful group workshops and resources for young people.
- Excellent communication skills and the ability to build good rapport with young people.

- Self-motivated, innovative, committed and can work independently as well as part of a team.
- To be able to work flexibly based on the programme dates and young people's schedules, including evenings and weekends.
- An understanding of the importance of safeguarding and providing equal opportunities for young people.
- 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.
- Ability to work under pressure and to deadlines, across flexible hours and weekends as required.
- Well-developed listening and communication skills.
- Strong IT Skills.

### **Essential Criteria**

1. A passion for supporting young people's wellbeing and mental health.
2. At least 2 years' experience working with young people on a one-to-one basis.
3. At least 2 years' experience of delivering group workshops and training to young people.
4. The ability to ski or snowboard (or willingness to learn, you can be taught by one of our young people).
5. Sound knowledge of MS Office tools including Word, Excel, PowerPoint and Outlook.

### **Desirable Criteria**

1. Wellbeing or Counselling qualifications
2. Youth work qualifications
3. Ski Instructor qualifications
4. Driving license

### **Management and support**

- The Scotland Wellbeing Manager & Programme Support will report to the Scotland Programme Manager Laura McIntyre who will provide support and guidance.
- The Trustee board will determine the overall direction of Snow Camp and will set the overall priorities in consultation with the Director and Senior Team.

### **Policy Statement**

Snow Camp aims to be an equal opportunities employer.

### **Conditions of Service**

The Scotland Wellbeing 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 an enhanced 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.

#### How to apply:

*Please send your CV and a covering letter telling us why you want to work for Snow Camp and how you meet the requirements of the job above to Laura McIntyre, Scotland Programme Manager [laura@snow-camp.org.uk](mailto:laura@snow-camp.org.uk)*

*Please contact Laura McIntyre if you would like an informal chat about the role. You can also chat with our current Scotland Wellbeing Manager about the role to get more insight into the job requirements. If this is of interest please contact Laura above to arrange.*

**Closing Date: Thursday 6<sup>th</sup> June 2024** – Early Applications are encouraged.

**Interviews: Friday 14<sup>th</sup> June, 2024** at the Snow Camp Scotland Office - Castlemilk Youth Complex, 39 Arden Craig Road, Castlemilk G45 0EQ.

**Hours:** 18.75 hours a week (2.5 days) includes some evenings & weekends.

**Salary:** £27,500 pro-rata based on full time equivalent of 37.5hrs (this includes a 10% bonus paid annually in July each year).

\*For 2.5 days this works out as £12,500 plus 10% bonus £1250 = £13,750.