



Snow Camp Job Description and Personal Specification

Job Title:	North West Wellbeing Manager & Programme Support
Location:	North West England – Between the Chill Factor Manchester, Crewe Office, Flexible Hybrid Working around the North West of England.
Salary:	£27,500 pro-rata full time equivalent (£22,000 actual)
Hours:	30 hours a week (4 days) includes some evenings & weekends
Duration of Contract:	24-month fixed term contract with 6 month probation period (with extension pending funding)
Annual Leave:	20 days per year plus bank holidays (25 days on f/t contract)
Benefits:	Vitality Healthcare and pension scheme available (one 6-month probation has passed)

About Snow Camp

Snow Camp is a ground-breaking national youth charity, and we are looking to recruit a fantastic new North West Wellbeing Manager and Programme Support to join our North West 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 North West Programme Manager & Head of Snowsports and will be responsible for the delivery of our wellbeing workshops and providing 1to1 wellbeing support sessions to young people. You will also work as part of the North West team to assist with the planning and delivery of snowsports and life-skills focused youth activities run by the Programme Manager and assist with the apprenticeship programme 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, 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

- You will spend roughly 2.5 days will be in the Wellbeing Manager role and 1.5 days will be in the Programme Support role each week.
- In consultation with the Programme Manager, to manage the delivery of the Wellbeing Workshops and 1to1 mentoring support needed for young people and apprentices.



SNOW CAMP

Snowsports Youth Charity

- Work with the programme manager to gain the young people's trust and confidence.
- To assist with delivery and development of The North West's full snowsports focused journey of youth programmes which take place at Chill Factor.
- Build a good relationship with the North West Programme Manager to help provide support and guidance to young people.
- Support with the management of (currently) 3 x North West apprentices on their 1-year Snow Camp Apprenticeship programme. particularly helping to manage their wellbeing and signpost to other services where needed.
 - Ensuring the apprentices have clear personal development plans and objectives.
 - Provide effective and inspiring leadership to apprentices and young people.
 - Providing weekly 1to1 support sessions for each apprentice.
 - Having an understanding and an involvement in the development of their weekly working rotas.
 - Supporting with NVQ work & assisting with any challenges that may be faced.
 - Ensuring apprentices are involved and supported working on all Snow Camp programmes as the North West staff team.
 - Complete Personal Development Plans and Wellbeing Assessments as required with apprentices.
- 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, in-person or remotely, focusing on their well-being and offering support so they can cope with the Snow Camp programme and improve their general wellbeing.
- Be a key team member on the overseas residential for the Excel programme during the Easter holidays. *Valid passport for travel in Europe & Andorra required.
- Use our UPSHOT online database system to keep 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 to ensure all programmes run smoothly and effectively by supporting the delivery of each programme – managing venue instructors, guest speakers, apprentices, youth staff, sessional staff and volunteers as required.
- Support the Programme Manager with 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 the North West area to support by Snow-Camp will be key.
- Support the Programme Manager with programme administration including finances, SLAs, attendance records, risk assessments, bookings and young people's records on Upshot.

- Support with management and delivery of trips and overseas residential's (Snow-Camp Excel, Apprenticeship & Youth Forum Residential's) as part of Snow-Camp programmes. Including support with all the necessary risk assessments.
- Additional tasks may vary depending on different opportunities throughout the year.

Personal Specification

- A passion and desire to support young peoples wellbeing.
- To provide a nurturing safe space.
- An ability to create engaging and meaningful 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. Youth Work or wellbeing training.
5. The ability to ski or snowboard (or willing to learn).
6. 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 North West Wellbeing Manager & Programme Support will report to the North West Programme Manager & Head of Snowsports Morv Bett 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 Managing Director and Senior Team.

Policy Statement

Snow Camp aims to be an equal opportunities employer.

Conditions of Service

The North West Wellbeing Manager and Programme Support 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 our Programme Director Matt Conroy matt@snow-camp.org.uk

Please contact Matt Conroy if you would like an informal chat about the role.

Closing Date: 12 Midday on Tuesday 27th August 2024 – Early Applications are encouraged.

Interviews: Tuesday 3rd September 2024 at Chill Factor, 7 Trafford Way, Trafford Park, Stretford, Manchester M41 7JA.

Hours: 30 hours a week (4 days) includes some evenings & weekends

Salary: £27,500 pro-rata based on full time equivalent (£22,000 actual based on 30 hrs p/w)