



# Head of Centre Lledr Hall

Service	Reporting to	Location	Grade
Head of Centre- Lledr Hall OEC	Head of School Provider Arm	Lledr hall, Pont-y-Pant, Dolwyddelan, Conwy LL25 0PJ	Soulbury 9-12 + eligible for 3 SPA points*
<p>* Structured Professional Assessments (SPA points) recognise personal professional development and achievements against targets and objectives of the post. They are awarded on a permanent basis upon successful application for each level (up to level 3).</p> <p>Level 1- Eligibility to apply after 4 years continuous Soulbury service, with a minimum of 2 years in the current post.</p> <p>Level 2- Eligibility to apply after five years' service.</p> <p>Level 3- Officers can apply after two years of achievement of level 2.</p>			

# About the role

Lledr Hall is Salford City Council's residential outdoor education Centre in the heart of Snowdonia. The Head of Centre provides strategic, operational and pastoral leadership for the site, ensuring the provision of safe, high-quality residential outdoor learning experiences that support confidence, resilience, teamwork and personal development.

You will lead a multi-disciplinary team (domestic, estates, administration and Centre leadership), oversee programme assurance, manage budgets and resources, and act as the Centre's safeguarding and compliance lead. You will work closely with the Deputy Head of Centre, who has day-to-day management responsibility for the teaching/instructional team.

## Main responsibilities

### 1. Leadership and strategic direction

- Provide visible, values-led leadership to the Centre, ensuring a safe, inclusive and professional culture.
- Set the strategic vision for the Centre's outdoor learning offer, ensuring alignment with Council and Children's Services priorities.
- Oversee the design, quality assurance and evaluation of outdoor learning programmes, ensuring they meet national standards and curriculum expectations.
- Represent Lledr Hall and Salford City Council at meetings, networks and professional forums.
- Ensure Centre policies, procedures and practice reflect current legislation, Council requirements and best practice.

### 2. Safeguarding, health & safety and compliance

- Act as the Centre's Designated Safeguarding Lead (or equivalent senior safeguarding lead), ensuring a strong safeguarding culture.
- Ensure compliance with Adventure Activities Licensing Regulations and all relevant accreditations (e.g., LOtC/AdventureMark/AHOEC Gold Standard).
- Lead on health and safety management, including risk assessments, emergency planning and safe systems of work for adventurous activities.
- Ensure effective incident reporting, review and learning processes.

### 3. Programme quality and curriculum contribution

- Oversee the educational integrity and developmental value of all programmes delivered at Lledr Hall.
- Ensure activities support progression for a wide range of ages, abilities and needs.
- Maintain and review systems for monitoring and evaluating course quality and outcomes.

- Contribute to the development of outdoor learning across the City Council and local schools, supporting understanding of its curriculum and personal development value.

#### **4. People leadership and workforce development**

- Provide overall leadership to the multi-disciplinary Centre team, setting expectations, culture and professional standards.
- Line-manage the Deputy Head of Centre and other non-instructional staff.
- Ensure the Deputy Head of Centre is supported to effectively lead, manage and develop the instructional/teaching team.
- Oversee workforce planning, staffing levels, onboarding and induction (in collaboration with the Deputy Head of Centre).
- Ensure high-quality performance management, supervision and CPD across all staff groups.
- Promote wellbeing, teamwork and a positive working environment

#### **5. Operational management**

- Oversee the effective management of buildings, estate, vehicles, equipment, catering and housekeeping functions.
- Ensure the Centre complies with statutory requirements for estates, facilities and residential provision.
- Provide duty management and on-call leadership as part of the Centre rota.
- Ensure smooth operational delivery of residential programmes, working closely with administrative and domestic teams.

#### **6. Finance and resource stewardship**

- Manage the Centre's budget, ensuring financial sustainability and value for money.
- Provide regular performance, finance and operational reports to senior leaders.
- Ensure appropriate systems for monitoring expenditure, resource use, stock and asset maintenance.
- Oversee procurement and management of equipment and technical resources.

#### **7. Relationships and representation**

- Build effective relationships with schools, visiting groups, Council colleagues and partner agencies.
- Act as an advocate for high-quality outdoor learning and for the work of Lledr Hall.
- Represent the Centre at internal and external meetings, working groups and professional networks.
- Ensure excellent customer service, communication and issue resolution for visiting groups.

## 8. General duties

- Maintain accurate records and documentation required for compliance, safety and reporting.
- Ensure all staff act in accordance with Council policies, including Equal Opportunities, Health & Safety, and data protection.
- Undertake CPD to maintain personal technical, safeguarding and leadership competence.
- Carry out any other duties commensurate with the role, as reasonably required.

## Key outcomes

- Outstanding safety, safeguarding and wellbeing for all participants and staff, demonstrated through strong systems, staff competence and compliance with statutory and accreditation requirements.
- High-quality, inclusive outdoor learning programmes aligned with school/group aims and relevant curriculum links.
- Clear leadership, culture and direction, ensuring a well-led, motivated and professionally supported Centre team.
- Robust financial and resource management, protecting long-term sustainability and ensuring efficient use of buildings, equipment and estates.
- Excellent customer satisfaction, strong relationships with schools, community partners and internal stakeholders.
- Continuous improvement, informed by evaluation, incident learning, staff feedback and sector developments.
- Strong alignment with Children's Services objectives, contributing to the physical, social, emotional and academic development of young people.

## What we need from you

### Qualifications & training

- Relevant leadership/management qualification or significant equivalent experience.
- Hold or be working towards a high-level technical competence qualification in at least one adventurous activity (e.g., MTUK/PaddleUK/AMI/BCA awards).
- Current First Aid qualification.
- Strong understanding of safeguarding (DSL-level training desirable).

### Experience

- Successful leadership of a residential outdoor or education-based setting.

- Managing multi-disciplinary teams and operational environments.
- Oversight of programme quality, curriculum-linked outdoor learning and customer experience.
- Budget management and resource planning.
- Leading compliance with licensing and accreditation schemes.

### **Knowledge & skills**

- Expert understanding of risk management for climbing, watersports, caving and trekking activities.
- Strong people leadership and coaching abilities.
- Excellent communication, partnership working and customer engagement skills.
- Competence in operational planning, estates oversight and logistical coordination.
- Digital confidence with Microsoft 365 and management information systems.

### **Values & behaviours**

- Models Salford values: Pride, Passion, People and Personal Responsibility.
  - Child-Centred, inclusive and trauma-informed approach.
  - Commitment to environmental sustainability and responsible access.
  - Professionalism, integrity and collaborative working.
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## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

# A digital organisation

## Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

## Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

# Our leadership behaviour framework

**Leadership is action, not a position. It's not just what we do but how we do it.**

Whatever your role at Salford, we all strive to achieve our vision and the best outcomes for the residents and communities of Salford.

As leaders, we all have an important part to play in achieving our organisational and service priorities. These priorities give us direction and a shared purpose in our roles and should be the focus when making decisions.

We can help make these priorities a reality by living and breathing our Salford values and leadership behaviours.

**This framework is broken down into three main areas:**



**Leading Self** - making sure we are role modelling the values and invested in our own development, demonstrating integrity and authenticity.

**Leading People** - where we create high performing teams, and a culture that is inclusive, open and where everyone has a voice.

**Leading Salford** - setting the vision and purpose, and connection to the city, empowering others around you to ensure residents are at the heart of what we do.

This behaviour framework will support us all to reflect and hold ourselves, and each other to account, as we strive for continuous improvement.

Full details of how this framework shapes our Leaders and is delivered in the workplace can be found on the [Salford Leadership](#) pages of our [greater.jobs](#) website.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

### Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation: