
Your job

Job Title: Low Bank Ground Coordinator

Service: Be Well Outdoors

Grade: G6

Reporting to: Be Well Outdoors Lakes Team Manager

Wigan Council is a highly performing, nationally recognised council with a strong track record of delivery. Our strategic priorities are driven by Progress with Unity plan which represents a new movement for change for the next decade. It builds on the successes and opportunities created during the last 10 years but also the lessons we have learned along the way.

We know that the world around us has changed significantly and the challenges and opportunities that our communities are living through requires a bold response. As a partnership between residents, businesses, public services and community organisations we have reflected deeply on what our strengths are - but also where we have not gone far enough or had the impact we had hoped for.

Two key missions have been identified that the council and its partners are committed to delivering:

Create fair opportunities for all children, families, residents and businesses

"Together, we will break down the barriers that create financial, health, education and environmental inequalities in our borough."

Make all our towns and neighbourhoods flourish for those who live and work in them

"Together, in genuine partnership with our residents and businesses, who know our communities best, we will help each town and neighbourhood in the borough to celebrate and maintain their identity whilst understanding and helping to achieve what is needed to thrive."

These missions will be underpinned by action plans that will focus on community wealth and health building, tackling inequalities and supporting communities to fulfil their potential.

The Outdoor Adventure Team are looking to appoint an experienced and qualified individual to join its growing team.

You will be responsible for ensuring that all of Low bank grounds delivery is compliant with current health and safety standards. This will also include the maintenance of equipment, assisting in the running of staff training, organising delivery staff, maintaining records and completing risk assessments of the activities and at the site.

You will also be involved in the delivery of high-quality activity sessions to schools, community groups and the public. You will be regularly working as part of a team so excellent teamwork skills are required as well as being able to work on your own initiative.

You will be a part of the Outdoor Adventure management team and will contribute to financial targets, strive to drive the business forward whilst managing, mentoring and motivating members of staff

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Deliver Low bank ground activities alongside any training and qualification requirements.
- Deliver activities at Hinning house as and when required
- Undertake all risk assessments required in advance to ensure that activities can be undertaken safely.
- Assist in the bookings and the staffing of the activities
- Lead on the equipment PPE checks

- To carry out basic administration functions as required e.g. laminating / photocopying / binding.
- To maintain the activity equipment throughout the year to ensure it remains fully operational.
- To provide assistance in all areas of the outdoor adventure teams delivery
- To ensure that we always abide to governing body (AALA, RYA) regulations and to ensure the team are updated when any changes take place.
- Assist with the collating of all KPI
- Ensure that staff hours are recorded for the delivery at Low bank ground.
- Assume personal responsibility in maintaining CPD and DBS requirements and flag any training requirements and associated costs with line management
- Assist in the cleaning of the centre on an ongoing basis.
- Be open to delivering and/or supervise in other areas of the outdoor adventure service including at Scotman's flash, Hinning house, Bikeability and Haigh woodland park during lower booking periods.
- Line management responsibilities

On an ongoing basis you will:

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Relevant experience of delivering & developing Outdoor activities to Schools, groups, vulnerable adults & children
- Significant experience instructing on sessions
- 2 of the following qualifications - kayak/Canoe coach(Open water Leader/Coach), RYA Dinghy Instructor, Powerboat Instructor, Mountain leader, SPA.

You must hold the RYA Senior instructor award in sailing.

- Experience in delivering bush craft, problem solving, Raft building, archery and rafted canoeing sessions
- Experience of completing risk assessments and lesson plans

- Experience of planning and delivering sessions for young people at grass routes level
- Experience in the running of key stage 1 & 2 activity sessions
- Valid first aid certificate
- First Aid at Work qualification
- Able to work in a complex health and safety environment
- An employment history clearly demonstrating the essential Skills and abilities
- Hold a current valid driving license and ability to drive a council vehicle.
- Effective organisational & communication skills
- Effective time management skills
- Flexibility in approach and working hours
- Ability to work with a wide range of people
- Ability to plan and deliver sessions
- Ability to interact and deliver to young people of varying Abilities
- Assist in Managing staff – full time, part time, casual and volunteer
- Understanding of outdoor adventure programmes and the Pathways they lead to.
- Awareness of Wigan councils commitment to equal opportunities
- Awareness of customer care both internal customers and the general public Knowledge and awareness of health and safety issues, codes of practice, policies and procedures

This role is subject to enhanced disclosure procedures plus child barred list check

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”