



Preparing young people with skills for life

**Campsite Manager
Role description**



Scouts
Itchen South

The role – Campsite Manager

Overview

- To lead the daily operation of the centre to deliver an excellent guest experience to all visitors. This includes ensuring activities and programmes delivered on centre are delivered to a high standard and all facilities are fit for use in both terms of quality and safety.

Role description

Role Title

- Campsite Manager

Purpose:

- To be responsible for the operation of Cricket Camp and the management of the site volunteers and systems.

Appointed by:

- Itchen South District Scouts

Responsible to:

- District Executive Committee (Trustees)

Responsible for:

- The safe and efficient operation of the campsite, management of the volunteer staff and support of the users and visitors to the site.

Key Alliances:

- Campsite Warden
- Bookings Secretary
- Bookkeeper
- Activities Co-ordinator

Internal contacts:

- District Executive Committee (Trustees)
- District Scout Team
- Scouting groups and young people

External contacts:

- Visiting and long term users of the campsite
- River Hamble Country Park management
- Manor Farm
- Other local activity centres
- Local councils and authorities

Key tasks:

- Ensure that all users and visitors to the site have a quality experience.
- Provide leadership to all volunteer staff to ensure the safe and efficient operation of the site.
- Plan and assure processes, policies and operating procedures for the regular maintenance/inspection of the site, lodge, activities and woodland to enable the site

to operate efficiently and safely and complies with the requirements of the Scout Association and HSE.

- Liaise with the Campsite Warden, Bookings Secretary, Bookkeeper and Activities Co-ordinator to ensure that appropriate staffing is organised for forthcoming visiting users of the site.
- Liaise with Campsite Warden to ensure that the site and/or lodge are safe and prepared for forthcoming users.
- To engage with Scout Groups in Itchen South District over the further and future development of the site as well as maintaining strong links with the Groups to increase support for it.
- To build and maintain partnerships with other local activity centres to enhance the opportunities available to users of the site.
- To create a long-term strategy and business plan for the site, including seeking grants and funding to develop the site further.
- To attend District Executive Committee (Trustee) meetings to report on the progress of the site.
- To prepare an annual budget for the site for the District Executive Committee (Trustees) to consider and approve.

Time commitment:

Approx 5-7 hours per week volunteering, including weeknights & weekends.

Terms of appointment:

Voluntary role. 3 years with the possibility of extension after appointment review.

Expenses:

Any reasonable and appropriate expenses incurred will be reimbursed.

Person specification

Skills and abilities:

- Ability to manage adults effectively
- Ability to build, maintain and facilitate effective working relationships with a wide range of people
- Ability to negotiate
- Ability to work on own initiative
- Ability to think creatively and solve problems
- Communicate effectively both verbally and in writing
- Plan, manage and monitor own tasks and time
- Construct and implement long term plans that improve and expand the experience offered to site users and identify any training, resources and other needs required to undertake this work
- Ability to set, monitor and operate within budgets
- Able to work as part of a team and promote good teamwork

Knowledge and experience:

- Experience of working with young people and/or community work with adult groups (essential)
- Experience of working at an activity centre (desirable)
- Understanding of the challenges of working in the voluntary sector and the needs of

adult volunteers (essential)

**Personal
qualities:**

- Acceptance of the fundamentals and key policies of the Scout Association
- Flexible approach
- Resourceful, energetic and enthusiastic
- Self motivated

How to apply

Key dates

The closing date for applications is **19 November 2018**

Process

To apply for this role, please complete the [Application Form](#) and return completed applications to volunteer@isdsc.org.uk

Interviews will be held after the application sift.

Further information

For an informal conversation or to find out more about the role please contact our District Commissioner on mark.langdown@isdsc.org.uk