Snow-Camp Job Description and Personal Specification

Job Title:	London Programme Manager
Location:	Snow-Camp London office based at the House of Sport, near London Bridge with programmes delivered at The Snow Centre, Hemel Hempstead Snow-Camp Head office is in Hove for training
Salary:	£25,000 per annum (plus a up to 10% performance bonus paid annually upon achievements of targets, once probation is passed)
Hours:	37.5 hours a week flexitime including evenings and weekends
Duration of Contract:	24 months with a 6 month probation period - Fixed term contract with extension pending funding
Annual Leave:	25 days per annum

Summary of Main Duties

The London Programme Manager, reporting to the Programme Director, is responsible for planning and delivering the range of snow-sports and life-skills focused youth activities run by the Snow-Camp London programme throughout the year.

Experience of working successfully with disadvantaged young people in a range of settings will be essential to the post. Passion for snow sports and supporting young people generally will be a huge advantage!

Project management skills, logistical skills, managing relationships, communication and presentation skills, experience of delivering life-skills or similar courses to motivate young people, excellent IT skills – these will all make up the job.

This is a key post requiring at least 2 years' experience involving the above skills, together with proven project management and budgeting experience.

Key tasks

In consultation with the Programme Director, to be responsible for delivering and developing Snow-Camp London's full snowsports focused journey of youth programmes – namely First Tracks, Graduate, Excel, Youth Forum and Apprenticeship – as described on the Snow-Camp website.

Full training from the Programme Director will be given on all specifics, but generally this includes:

- Providing effective leadership for the delivery of Snow-Camp programme, building a strong and well-bonded team with staff, apprentices and volunteers.

- Line managing a London Wellbeing Manager, ensuring that they have a clear work plan to provide help, support and guidance to young people within the region, regarding any difficulties they may be experiencing.

- Supporting your team made up of the Wellbeing Manager, Apprentices and Youth Volunteers in setting up Snow-Camp programmes, advising on behavioural, safeguarding and staff management issues.

- Supporting London apprentices on their Snow-Camp Apprenticeship programme. This includes working with the National Programme support assistant to ensure snowsports industry work placements are set up and working in partnership with their education tutor. You will also ensure apprentices are involved and supported working on all Snow-Camp programmes as part of your staff team.

- Ensuring all programmes run smoothly and effectively by leading the delivery of each programme – managing venue instructors, guest speakers, apprentices, youth staff, sessional staff and volunteers as required.

- Recruiting young people for each programme through developing high-quality youth project partnerships. Undertake 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 your area to support by Snow-Camp will be key.

- Ensuring all youth groups involved in all activities are well informed of the process leading up to the programme they are attending, understand their requirements in terms of consent forms, paperwork etc and feel fully involved in the planning period.

- Provide logistical direction and management as required on areas including coach bookings, instructor management, residential accommodation and venue management etc, ensuring that these are delivered within budget.

- Managing programme administration, including finances, budgets for each programme, invoicing, Service Level Agreements and keeping an overview on all costs associated with programmes.

- Be responsible for the management and delivery of trips and overseas residential's (Snow-Camp Excel, Apprenticeship & Youth Forum Residential's) as part of Snow-Camp programmes. Including undertaking all the necessary risk assessments.

- To manage and improve the life-skills and accreditation aspects of every programme in liaison with the Programme Director.

- To be involved with the development of relevant materials and posters as required for each programme in liaison with the Programme Director.

- Liaising with relevant funders as required to satisfy requirements as stipulated in funding awarded to Snow-Camp for delivery of programme activities.

- Using the Upshot online database system to keep excellent records of all young people who have attended and benefited from Snow-Camp programmes. Whilst ensuring all monitoring and evaluation is carried out to demonstrate impact of Snow-Camp programmes.

- Keeping Snow-Camp database e-Tapestry up to date with new contacts made and invoices issued.

- Arranging external training as required for each programme eg Safeguarding training day for all Excel young people, First Aid, Counselling skills courses etc.

- Manage the London Youth Forum, ensuring this group is active and able to feed into Snow-Camp's ongoing decision making at Board level.

- Supporting the Youth Volunteer and Snow-Camp apprentice recruitment and management for each programme.

- Ensure that all activities and provision is delivered safely and in line with organisational policies.

- Solid understanding of Safeguarding procedures and the inherent challenges of working with young people.

- Apply for appropriate local/national grants to support Snow-Camp programmes in your area with support from Snow-Camp's Development Director.

Personal Specification

Essential Criteria

1. At least 2 years experience in youth work in a range of settings and relevant youth work qualification (or willingness to engage in youth work training as required)
2. Passion for snowsports and working with young people
3. The ability to ski or snowboard to a good level
4. Evidence of success in managing young people and projects.
5. Proven track record in teamwork, management and people skills.
6. A solid understanding of youth issues, the Community Development philosophy and alignment with Snow-Camp values
7. The ability to work with a wide range of people and motivate others towards clear goals
8. Evidence of success in local fundraising and managing young people and project
9. A commitment to equal opportunities
10. To understand and adhere to all policies and procedures concerning the Safeguarding of young people
11. 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
12. Well-developed communication and listening skills
13. Self-motivated, innovative, committed and the ability to work with minimum supervision.
14. To be able to work under pressure and to deadlines, across flexible hours and weekends as required
15. Sound knowledge of MS Office tools including Word, Excel, PowerPoint and Outlook

Desirable Criteria

1. Youth Work / Teaching qualification
2. Proven report and budget writing experience
3. Experience of managing grants and budgets – and of accounting and financial procedures
4. Experience of managing apprentices
5. Ski or Snowboard Instructor qualification
6. Experience of working with and reporting to a management committee
7. Driving license

Management and Support

The London Programme Manager will be employed by Snow-Camp and will report to the Programme Director. The Management Committee will determine the overall direction of the Programme and will set the overall priorities in consultation with the Director and Operations Director.

Policy Statement

Snow-Camp aims to be an equal opportunities employer.

Conditions of Service

The London Programme 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 a 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.