

JOB DESCRIPTION

JOB DETAILS

Post Title: Programme Coordinator

Hours Per Week: 35

Reports to: Head of Nursing & Camper Experience

Base: OTW Head Office, Havant

Main Purpose: To lead on the development and evaluation of the camp programme and provide supervision and support to paid and volunteer activity leaders.

Main Duties and Responsibilities:

Develop a schedule of engaging, innovative and inclusive activities for each camp, creating activity plans with clear aims and objectives, underpinned by therapeutic recreation and challenge by choice

Work with campers and other stakeholders in the design and evaluation of the programme; utilise creative ways of capturing ideas and feedback

Provide supervision and support to activity leaders and external activity providers at camp, and deliver activities as necessary

Liaise with external providers to arrange and ensure safe and effective delivery of activities, in line with the principles of safer recruitment

Be responsible for the risk assessment and management of all activities and activity areas

Work with the Nursing and Wellbeing Coordinators to determine suitability of activities and any necessary adaptations to ensure a positive experience for campers

Manage a budget

Assist in the recruitment of volunteer and paid activity leaders

Develop and deliver training for activity leaders and volunteers

Maintain all activities/programme equipment, ensuring it remains in good working order, manage and inventory stock, and purchase resources as required

Attend residential camps to lead the programme and support the wider camp team; these last between 5 and 12 days.

PERSON SPECIFICATION: Programme Coordinator

Headings	Essential	Desirable	Means of Assessment
Physical requirements of the post	<ul style="list-style-type: none"> • This role is physically demanding including long work hours at camp and walking long distances. • You will be required to move heavy/bulky equipment 		Application Interview Reference
Training & Qualifications	<ul style="list-style-type: none"> • Qualification relevant to the role 		Application Interview Reference
Previous or relevant experience necessary	<ul style="list-style-type: none"> • Understanding of the principles of therapeutic recreation and challenge by choice • Experience of planning and delivering activities • Experience of working with children and young people 	<ul style="list-style-type: none"> • Experience of delivering training • Experience of managing a budget effectively • Experience of working at a children's camp 	Application Interview Reference
Aptitudes and skills required	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Excellent communication skills • Ability to work independently 	<ul style="list-style-type: none"> • Good IT skills 	Application Interview Reference
Personal qualities/ temperament	<ul style="list-style-type: none"> • Creative and dynamic • Flexible • Team player 		Application Interview Reference
Special requirements of the post	<ul style="list-style-type: none"> • Full driving licence • Able to travel to and attend residential camps in range of locations across the UK 		Application Interview Reference