

# Activities Coordinator

Over the Wall - Havant PO9  
£21,000 a year

**Closing date-** Monday 2nd December 2019

**Interview date-** Friday 13th December 2019

**Start date-** January 2020

Over The Wall provides residential activity camps to children with serious health challenges across the UK, and their families. We're looking for a dynamic and creative Activities Coordinator to help them discover fun, friendship, and a world of possibilities. Could that be you?

**The Position:** You will be working under the direction of our Programme Coordinator, Chantelle, and with our wellbeing and nursing teams to design and deliver a range of inclusive, exciting and safe activities, underpinned by therapeutic recreation, for children of all ages, with a range of medical conditions. You'll recruit, train and support volunteer and paid activity leaders to deliver these activities, as well as liaising with external activity providers for some of our specialist outdoor activities, so communication is key to ensuring your vision becomes a reality!

The post is full time and based in our Havant office (12 month contract). You'll also attend residential camps all over the UK; these last 5 to 12 days.

**About you:** We are looking for someone with previous experience of designing and /or running activities for young people – ideally in a residential environment, and a good understanding of risk assessment.

Our campers are exceptional, so you will need to be too. They're courageous, resilient and they amaze us every day, so we're looking for someone who will see their amazing potential, and design and deliver a programme which will help them reach beyond the perceived limitations of their illnesses. A positive attitude, excellent organisation skills and good communication skills are a must.

IT literacy and a full driving license are also requirements. Post is subject to full background and reference checks.

Post is subject to full background and reference checks. **To apply, please [submit your CV and a covering letter](#) describing how your skills and experience fulfil the Job Description and Person Specification. Applications without a covering letter will not be considered.**

## **JOB DESCRIPTION:**

- Assist in developing 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
- 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
- Work within the budget defined by the Programme Coordinator and escalate any variances

- 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.
- Any other reasonable duties

**PERSON SPECIFICATION:**

**Essential**

- Qualification relevant to the role
- 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
- Excellent planning and organisational skills
- Excellent communication skills
- Ability to work independently
- Creative and dynamic
- Flexible
- Team player
- Full driving licence
- Able to travel to and attend residential camps in range of locations across the UK
- This role is physically demanding including long work hours at camp and walking long distances.
- You will be required to move heavy/bulky equipment

**Desirable**

- Experience of delivering training
- Experience of working within a budget effectively
- Experience of working at a children's camp
- Good IT skills

Job Types: Full-time, Contract

Salary: £21,000.00 /year