

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Outdoors and DofE Worker</b>
<b>Reporting to:</b>	Sports and Outdoors Coordinator
<b>Location:</b>	Mahdlo (Oldham Youth Zone), Egerton Street, Oldham
<b>Contract:</b>	Part time, 14 hours per week, Permanent
<b>Salary:</b>	£25,116 per annum (pro rata)

### Our Vision

To be a beacon of excellence for youth-led provision in Oldham.

### Our Mission

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

### Our Values – The Way We Work

Passion  
Respect  
Inclusion  
Dependability  
Excellence

### Job Purpose:

To develop and deliver an exciting and challenging programme of outdoor educational activities will engage and inspire young people aged 8-19 (upto 25 with additional needs and or a disability) at Mahdlo.

### Main duties and responsibilities:

- To develop and deliver an outdoor programme of activities at Mahdlo which will enable young people to develop.
- To co-ordinate and deliver the Duke of Edinburgh Award.
- To create opportunities for accredited learning e.g. John Muir Award, Duke of Edinburgh Award.
- To develop and deliver a range of trips and residential opportunities for young people.
- To motivate, encourage and support young people to try new activities and participate fully in sessions.
- To ensure that the Get Outdoors programme is of high quality and meets the needs and interests of the young people.
- To support and coordinate staffing requirements for outdoor activities.
- To prepare for the weekly programme of activities including organising session resources, within a set budget.

- To build and maintain good working relationships with a range of educational establishments including schools and colleges and outdoor education centres other local projects and voluntary organisations to develop joint working programmes
- To be able to work from own initiative and to be adaptable where necessary.
- To ensure the participation of young people in activities and that their ideas contribute fully to the delivery and evaluation process.
- To understand and adhere to Mahdlo policies and procedures at all times.
- To promote cultural cohesion and inclusion, and proactively challenge any prejudice and discrimination.
- To promote and safeguard the welfare of children and young people at all times.
- To monitor, record and evaluate sessions in accordance with Mahdlo's systems.
- To be an active member of the team and operate in line with Mahdlo's values and principles.
- To monitor, record and evaluate work and provide reports and information as required in order to ensure a consistently high quality youth work provision and demonstrate the impact of the Youth Zone
- To ensure that staff, volunteers and young people comply with health and safety procedures at all times.
- To be aware of and adhere to Youth Zone policies and procedures.

### **Additional Information:**

- The hours of work are part-time, 14 hours per week, and will be worked flexibly in line with the needs of Mahdlo and its key activities. This will involve working during the day, and regularly in the evenings and at weekends, during Mahdlo sessions.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

**NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed in consultation with the employee. As a general term of employment, Mahdlo may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.**

**In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within six months of appointment and refresher training thereafter.**

## PERSON SPECIFICATION

Good candidates for this role will be high achievers, with excellent IT and English skills, plenty of initiative and a successful track record encompassing all-round administrative and management experience.

		Essential	Desirable
<b>Qualifications</b>			
	A nationally recognised qualification NVQ / VRQ Level 3 equivalent or above in a relevant subject including youth and community work / disability work or other relevant field.	✓	
	Mountain Leader Award Trained and Assessed		✓
	SPA Trained and Assessed		✓
	Mountaineering Instructors Award Trained and Assessed		✓
	Other relevant outdoor instruction qualifications		✓
<b>Knowledge</b>			
	Knowledge and understanding of how to develop and deliver a high quality and varied outdoor education programme covering a number of different activities and disciplines to young people aged 8-25	✓	
	Knowledge and understanding of how to co-ordinate and deliver the Duke of Edinburgh Award	✓	
	Extensive knowledge and understanding of the Health and Safety issues related to outdoor and adventurous activities	✓	
	Delivery of youth work within an equal opportunities framework		✓
	Demonstrable knowledge of policy and procedures related to working with young people and Safeguarding best practice and how these relate to young people and staff at Mahdlo.	✓	
<b>Experience</b>			
	Minimum of five years' experience in delivering outdoor activities to young people		✓
	Extensive experience of delivering outdoor workshops to young people	✓	
	Experience of leading and working with young people in a residential setting	✓	
	Experience of youth work	✓	
	Proven experience of engaging vulnerable, disengaged or hard to reach young people in activities	✓	
<b>Skills</b>			
	Specialist skills in a specific outdoor activities	✓	
	Excellent interpersonal, communication and presentation skills	✓	
	Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	✓	
	Ability to inspire others with a passion for the outdoors and personal development within a youth setting and in a developmental capacity	✓	
	Self-motivated and able to work to multiple deadlines, remaining calm under pressure	✓	
	Strong organisational skills, with structured and methodical approach to work and a clear focus on results	✓	
<b>Personal Attributes</b>			
	A willingness to work unsociable hours	✓	
	Must be able to work regularly during the daytime, evenings and at weekends	✓	