

## JOB DESCRIPTION

<b>Job Title:</b>	Outdoor Education Centre Manager	<b>Department:</b>	Outdoor Education
<b>Hours of Work:</b>	30 hours per week, including core hours of Tuesday, Wed, Thurs (12-6.15pm), Saturday (10am-6pm). Term time plus 15 days during the school holidays		
<b>Responsible To:</b>	Director of Sport	<b>Responsible For:</b>	N/A

### Summary of Role:

Woldingham School is seeking an exceptional and visionary Outdoor Education Centre Manager to lead the strategic development of our Outdoor Education Centre (OEC) as a centre of excellence for curriculum and extra-curricular enrichment, pastoral care and character education. Set within our extensive and beautiful grounds, the OEC is uniquely positioned to become a flagship provision and defining feature of the Woldingham experience, enhancing curriculum delivery, strengthening boarding life, supporting pastoral care, and embedding wellbeing, resilience and leadership development at the heart of the pupil experience.

Following renewed commitment from the Governors to make Outdoor Education an important aspect of the School's next development plan, this is an exciting opportunity for an ambitious outdoor education professional to shape and deliver a coherent, innovative and high-impact outdoor learning strategy. The successful candidate will combine operational expertise with strategic vision, ensuring that the OEC becomes a dynamic hub of opportunity, challenge and personal growth for all pupils. Working closely with the Director of Sport and wider Senior Leadership Team, the postholder will position outdoor education as a defining feature of the Woldingham experience.

### Strategic Responsibilities:

- Develop and implement a clear three-to-five-year strategic vision for the Outdoor Education Centre aligned with the School Development Plan.
- Establish the OEC as a centre of excellence for outdoor learning, extra-curricular enrichment and pupil wellbeing.
- Embed outdoor education meaningfully within:
  - ✓ The curriculum
  - ✓ Boarding provision
  - ✓ Pastoral and wellbeing programmes
  - ✓ Leadership pathways
  - ✓ Staff wellbeing initiatives
- Develop structured leadership and character development programmes through outdoor learning.
- Expand outreach and partnership opportunities, positioning the OEC as a regional hub for community engagement.
- Identify opportunities for accreditation, awards or recognition that enhance the profile and credibility of the Centre.
- Contribute strategically to pupil recruitment by showcasing the distinctive strengths of the OEC.
- Develop systems to evaluate and measure pupil participation, engagement and impact.

### Operational Responsibilities:

- Design, plan and deliver a high-quality, progressive programme of outdoor activities including high ropes, zip wire, team building, archery, cycling, orienteering and related experiences.

- Develop and lead a distinctive extra-curricular programme (e.g. bushcraft, Young Explorers, climbing, archery, leadership awards).
- Design a structured leadership, resilience and personal development pathway for pupils.
- Lead Saturday Active programme for Boarders and afternoon enrichment programmes.
- Collaborate with academic departments to develop cross-curricular outdoor learning opportunities.
- Deliver induction experiences for new pupils that foster confidence, connection and belonging.
- Develop overnight camping and expedition opportunities.
- Lead activity provision for summer school programmes.
- Minibus driving when necessary.
- Support our D of E Co-Ordinator with the organisation and supervision of expeditions.

### **Compliance and H&S Management**

- Act as Health & Safety Lead for the OEC.
- Ensure all activities meet national regulatory standards and best practice.
- Write and regularly review risk assessments.
- Ensure inspection, maintenance and safe storage of equipment.
- Manage the OEC budget strategically and efficiently.
- Train, supervise and quality assure staff delivering OEC provision.
- Maintain relevant qualifications and ensure ongoing professional development.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Significant experience in outdoor education, adventure activities or experiential learning.</li> <li>• Demonstrable experience designing and leading programmes that promote resilience, leadership and wellbeing.</li> <li>• Strong understanding of health and safety and risk management in outdoor settings.</li> <li>• Experience working with young people in an educational or youth setting.</li> <li>• Ability to think strategically as well as deliver operationally.</li> <li>• Willingness to undertake further qualifications that support the OEC curriculum e.g. archery, mountain biking</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant outdoor qualifications (e.g. Ropes Course Instructor, Climbing, Outdoor Education, First Aid at Work, Safeguarding).</li> <li>• Degree Level qualification</li> <li>• D1 Driving Licence</li> <li>• Experience of staff training and programme evaluation</li> <li>• Experience of accreditation frameworks or award schemes</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Inspirational and energetic leadership style.</li> <li>• Excellent communication skills.</li> <li>• Excellent organisational, administrative and ICT skills including the ability to prioritise demands and thrive under pressure.</li> <li>• Ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school.</li> <li>• Personal warmth to gain the confidence of pupils, staff, and parents.</li> <li>• High standards and attention to detail.</li> <li>• A flexible approach and can-do attitude.</li> <li>• Ability to think creatively and imaginatively.</li> <li>• High expectations for pupil attainment, personal development, and conduct.</li> <li>• Committed to representing the strategic vision for the School.</li> <li>• Committed to professional development and a willingness to undertake appropriate training for this role.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Supports the Sacred Heart Values.</li> </ul>	

<ul style="list-style-type: none"> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	

**Terms and Benefits**

- Start Date: ASAP
- Working hours: 30 hours per week, including core hours of Tuesday, Wed, Thurs (12-6.15pm), Saturday (10am-6pm). Term time plus 15 days during the school holidays
- Pension. The successful candidate will be auto enrolled into the school’s pension scheme, which includes life assurance.
- Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
- Parking. There is free parking on site.
- Gym and Pool. There are staff sessions for use of these facilities.