



## **Forest Schools Development Manager**

18.5 hrs / week - Salary £28,000 / year pro rata (Temporary for 2 years)

Adventure Hyndburn, a charity based in Accrington, are seeking to recruit a highly motivated and inspirational leader to maximise the quality and impact of the charity's Forest School provision delivered to schools, partners and in the organisation's own nurseries. A minimum of Level 3 Forest Schools Leader qualification and management experience are essential. The post holder would also deputise for the Operations Manager and work as required in a leadership role across the organisation. If you are passionate about inspirational services that make a difference, we would be very keen to meet you.

**Applications can be made by returning a completed application form by post or in person. To request an application form please contact Richard Needham or Judith Thornton on 01254 387757.**

**The deadline for applications is 5:00pm on Wednesday 21st March 2018.**

For an informal discussion about the role please contact  
Richard Needham on 01254 387757.

## **ADVENTURE HYNDBURN**

### **Forest Schools Development Manager 18.5 hrs per week**

#### **Job description**

##### **1. Job Purpose**

- To develop and manage Adventure Hyndburn's Forest School provision
- To market Forest School and Food initiatives to schools and other partner agencies
- To liaise with commissioners
- To support / supervise Forest School and other commissioned staff as required to ensure the highest standard of service
- To evaluate the effectiveness and impact of provision
- To assume an ambassadorial role, representing the organisation at all times and within various professional and community networks.
- To identify funding opportunities and contribute to writing funding bids
- To support the development of the whole organisation
- To deputise for the Operations Manager as required

##### **2. Responsible to**

Operations Manager

##### **3. Responsible for**

- Developing and promoting Forest School provision within Adventure Hyndburn
- To support the integration of Forest School provision in Little Stars Nurseries
- Effective communication and liaison with partners as well as managers and colleagues within the organisation

- Increasing the number of partners and commissions
- Promoting effective administration in line with accounting policies
- Making effective use of data, evaluation and best practice to market the organisation to partners
- Ensuring relationships with partners reflect the mission of Adventure Hyndburn and are consistent with our values and principles
- Effectively identify funding opportunities and to contribute to writing high quality funding applications
- Establishing excellent working partnerships across the public and voluntary sectors
- Support the marketing of Adventure Hyndburn
- Providing line management support to staff as required
- Deputising for the Operations Manager in their absence
- Following Safeguarding procedures and data protection legislation at all times

#### **4. Main tasks**

To ensure that:

- A development plan for Forest School provision is in place and implemented
- The Forest Schools sites are supported and maintained to the highest quality and the organisation enhances its reputation as a regional leader in Forest Schools
- All strategies and activities are planned and implemented to impact positively on the experience of families and the organisation's reputation and no activity compromises a child or a family's welfare or privacy or the organisation
- Priorities for Forest School provision are established in liaison with the Operations Manager
- Support for the work with partners and ensure effective engagement and follow up of work, as required

- Support the writing of funding bids to a wide range of funders
- To support the leadership of the organisation and deputise for the Operations Manager as required
- As required the Nurseries are supported to develop the highest quality provision
- Knowledge is up to date of current local and national issues in relation to Forest Schools provision
- Policies and procedures are in place and implemented
- Safeguarding processes and policies and procedures are followed

**Planning / Monitoring / Evaluation:**

- To agree targets and explicit standards addressing with the aim of enhancing both Forest School Provision
- To produce reports on and Forest School provision to the Operations Manager and Board of Trustees as required
- To maintain and keep clear written records in line with guidance and policy

**Finance:**

- To ensure that policies and procedures are followed in relation to purchasing and procurement

**Training / Support/ Team Development**

- To undertake training as required
- To deliver and participate in training which will support the training and development of others and contribute to workshops/conferences as appropriate
- To contribute to the development of effective teamwork establishing good communication systems, including team training and regular team meetings
- To promote and ensure a sound and safe working environment in line with required policy and procedures

**Communication / Information:**

- To contribute to an effective communication strategy that promotes learning, information sharing and participation
- To support the development a range of materials that effectively engages the organisation's partners and stakeholders
- To deliver, and to support others to deliver, presentations and reports which raise the profile support understanding of the organisation
- To actively promote the Adventure Hyndburn and Little Stars Nurseries and support the development and implementation of a business plan

**Other:**

- To ensure that all Adventure Hyndburn activity reflects cultural and social diversity, in accordance with equal opportunities, principles and practice
- To keep up to date with new developments in appropriate fields, attend training, supervision sessions and contribute to workshops, seminars and conferences and participate in the training and development of others
- To work flexibly and be involved in out of working hours activities e.g. early morning and late evening meetings, weekend meetings, training, staff meetings, special events
- To observe the requirements of the Health and Safety at Work legislation
- To observe the Adventure Hyndburn's Non Smoking Policy
- This job description is not to be regarded as exclusive or exhaustive, there may be other duties and requirements at the same responsibility level associated with this post and it is subject to review

## Forest Schools Development Manager

### Person Specification: Essential and Desirable Requirements

#### Knowledge/Skills/Abilities Essential

- Ability to motivate and enthuse partners to engage with the services the organisation provides
- Ability to establish and sustain high levels of credibility with partners and to promote the benefits of the organisation's work
- Ability to motivate colleagues to support the plan to improve both Forest School provision
- Ability to engage colleagues in other sectors in order to develop joint initiatives
- Knowledge of provision available for children and young people, and an understanding of recent developments in provision and policy
- Knowledge of The Children Act 1989 and 2004, Equality Act 2010, EYFS, Ofsted, Quality Improvement, policy and guidance relating to Corporate Social Responsibility
- Ability to prioritise and organise resources
- Knowledge and understanding of child development and issues around work with families and children, including child protection
- Able to work cooperatively with colleagues and staff from other agencies and good understanding of multi agency work
- A knowledge and understanding of equal opportunities and anti discriminatory practice
- An excellent understanding of diversity and of communities experiencing social deprivation / exclusion
- Ability to demonstrate a good understanding of the needs of parents / carers and children

- Ability to use data to assess, monitor, review and evaluate programme of work with partners
- Excellent communication and interpersonal skills. Able to produce reports and give presentations to a wide range of audiences.
- Able to work within a team and from own initiative and encourage others to do so
- Able to identify own and other's training and development needs
- Ability to prioritise conflicting demands and requirements, meet tight deadlines and timescales
- Ability to understand and contribute to financial issues and budgetary control
- Ability to model good practice and provide challenge when required

#### **Desirable**

- Ability to write coherent and persuasive funding bids

#### **Qualifications/Experience Essential**

- Level 3 or above Forest School Leader
- Experience of managing staff
- Understanding of barriers to inclusion and experience of using knowledge and experience positively to inform working practice

#### **Desirable**

- Level 3 or above Early Years qualification including – NNEB, CACHE DCE, BTEC in Early Years, NVQ in Childcare and Education
- Experience of supporting volunteers
- Experience of writing successful funding bids
- Experience of marketing
- Full driving license
- Access to a vehicle and ability to travel to different locations as required

**Other Essential Criteria**

- Willingness to work unsociable hours as required, including early morning late evening and weekend meetings / sessions
- Excellent IT skills

**Special Requirements**

- Willingness to undertake training and support other relevant staff to do so
- Commitment to equal opportunities and social inclusion
- Reliable, punctual
- Innovative, creative and enthusiastic

**This post is subject to a clear enhanced Disclosure and Barring Service check and a Barring by Association disclosure.**