

**Wildside Activity Centre
Hordern Road, Whitmore Reans,
Wolverhampton, WV6 0HA
Tel: 01902 754612**

JOB DESCRIPTION

Title: Project Organiser – Wellness from Wildness

Salary Scale: NJC scales, point 15 to 19 (or Wolverhampton Council equivalent)

Term: Permanent.

Hours of duty: 2 days per week, including unsociable hours and school holiday periods as agreed and when applicable. Days and times to be agreed.

Responsible to: Business Development Manager.

Location: Wildside Activity Centre and in outreach to the participant groups for the project.

Job Purpose:

Wildside Activity Centre is an Environmental and Adventurous Education Activity Centre working with all age groups. Our mission is to provide enjoyment of the outdoors by offering adventurous and healthy activities whilst promoting an underlying appreciation of the environment.

The Wellness at Wildside Project is funded by the National Lottery to reach out to groups for people with disabilities, mental health issues and long-term health needs, including groups that have not used the Centre before. It will involve them in boat trips and activity sessions at Wildside or on an outreach basis. There will also be some activities for children and families. We aim to re-connect people with nature, raising their confidence and skills and reducing stress. We want people to get outdoors and enjoy the peace, wildlife and opportunities for exercise that we can offer. The overall work on the project will be working to make the Centre more sustainable in the long term.

The post holder will contribute to this purpose by engaging in outreach and community work to draw local groups into the project, coordinating the activity programme and delivering some of the activity sessions as agreed. The post holder will have a major responsibility for helping to deliver the project described in the application.

Principal Duties & Responsibilities:

1. To lead the outreach and community contact in order to attract local groups for people with disabilities etc into the Centre and involvement in activities.
2. To plan and coordinate the activities for participant groups over the life of the project.
3. To administer agreed activity project budgets as authorised by the Board, including costing and ordering materials when necessary working closely with the Project Coordinator to ensure that expenditure is controlled and recorded.
4. To ensure that adequate monitoring of attendance and other factors is achieved to meet the funding requirements.
5. To support staff and volunteers working on the project.
6. To work with other staff and volunteers on all other elements of the project bid to help ensure delivery.
7. To work closely with local partners to maximise the effectiveness of the project.
8. To help produce publicity and social media posts and use every appropriate means available to make the project known.
9. To produce reports as required on the progress of the project.
10. To produce risk assessments for activities and/or to ensure that existing risk assessments are up-to-date and relevant to current activities.
11. To ensure that all activities are carried out in compliance with the Activity Procedures for Staff, Staff Handbook, the Health & Safety Policy and other agreed policies and procedures as approved by the Board of Directors.
12. To act as Duty Manager on occasion.
13. To present a professional appearance, behaviour and manner at all times and to encourage all users to respect each other and the Centre, its equipment and its surroundings.
14. To wear a badge and/or clothing with the Centre logo as appropriate on request, and to carry a mobile phone when on duty.

Other Duties:

1. To undertake such other duties as may be deemed appropriate by the Board of Directors from time to time and may be regarded as commensurate with the duties and grade of the post.
2. To be available for supervision or planning meetings by arrangement and be willing to undertake appropriate training as agreed with the Chair.
3. To promote equality of opportunity in all matters of staff management, volunteer development and service delivery.
4. To have due consideration for the health, safety and welfare of yourself, other staff and Centre users both on and off site.
5. To be responsible for opening and securing the Centre when applicable.

Signed

Date

Agreed by the Board March 2020