



NIGHT TIME DUTY SUPERVISOR, ABERDOVEY CENTRE

Salary: £22,672 plus benefits

Average 40 hours per week. Full time, permanent position

The Outward Bound Trust

The Outward Bound Trust is a charity providing adventure-based, outdoor learning for young people from six centres across the UK.

Courses delivered at the centres vary in length from short week-end courses to the three week summer courses. Participants vary in age from 11 to 20 years of age. All centres are busy and are open for all but a few weeks of the year.

The Aberdovey Centre is situated on the outskirts of the Welsh coastal resort of Aberdovey and has spectacular views over the Dyfi estuary. The centre has 186 beds for course participants. The site is set into a hillside and has an array of accommodation areas, facilities and equipment stores, visitors and staff accommodation, dining room, seminar rooms, and social spaces.

For more detailed information about the work carried out by The Outward Bound Trust and its centres, please refer to www.outwardbound.org.uk.

Job Description

Roles & Responsibilities.

The Night Time Duty Supervisor reports to the Learning & Adventure Manager and will:

- Be responsible for the immediate safety and security of the centre and its visitors during the period of duty
- Provide immediate pastoral support for course participants
- Have a visual presence across the site throughout the waking shift, and undertake regular security checks
- Be the first point of contact for anyone on site who requires any form of assistance during the duty period
- Be the first point of contact for anyone attempting to contact the centre by telephone outside normal working hours, which includes participants and staff working off site, parents and sponsors of participants, members of the public, emergency services and the press
- Be responsible for initiating any emergency response services if required
- Alert senior staff, as appropriate, to any occurrence that is beyond the Night Duty Instructor's ability, level of training or experience to manage
- Inform the Logistics Coordinator and other appropriate staff about any notable occurrences at the end of the period of duty



- Maintain safety standards, operating within The Outward Bound Trust policy, guidelines and rules for Risk Management
- Present a professional image at all times, supporting the reputation of The Trust
- Work in such a way as to support The Trust's commitment to environmental sustainability.

Key Tasks

The Night Time Duty Supervisor will:

- Receive a brief from the Logistics Coordinator, or appropriate member of staff, regarding the profile and activities of course participants, including those operating off site. The brief will include any noteworthy pastoral needs and disciplinary or behavioural matters.
- Be available at all times throughout period of duty to respond immediately to any unforeseen circumstance.
- Provide immediate First Aid cover for illness or injuries.
- Summon emergency services if appropriate and follow the correct procedures.
- Identify and make themselves known to all the visiting school staff on site.
- Maintain a regular visible presence walking around the site during participant recreational time and around dormitory areas approaching bedtime and early morning.
- Remain vigilant throughout the silent hours to detect participants who have not settled down or who need assistance.
- Undertake regular security checks around the site during the waking night shift.
- Wake all on site course participants in time for breakfast and ensure that everyone is getting up and attending breakfast.
- Encourage participants in undertaking various morning tasks and provide early morning pastoral support.
- Be available after breakfast to answer course participant and visiting staff queries, including preparation of the group morning meeting.
- Attend to other tasks appropriate to the working situation as directed by the Logistics Coordinator

Hours of Work

The Night Time Duty Supervisor:

- Will work a combination of either a 12 hour shift from 2030 – 0830, or a 16 hour shift from 17.00 – 09.00.
 - 12 hour shift involves staying up and working throughout the night
 - 16 hour shift involves being on call during the night, should any incident arise when the Night Duty Instructor needs to contact you.
- Will work a maximum of 4 consecutive nights.

Person Specification

This role might suit people wanting to progress in a career in the outdoors. However, this is not a key criterion for appointment to the post.

| Attributes | Essential | Desirable |
|----------------|---|---|
| Qualifications | <ul style="list-style-type: none"> • Driving licence | <ul style="list-style-type: none"> • Mini bus licence * (D1 category on driving licence) • Valid First Aid certificate (training will be given if necessary) |
| Experience | <ul style="list-style-type: none"> • Working or volunteering with young people. • Working unsupervised • Personal experience of outdoor adventure and instigating own personal development. • Ability to work with guidance from more experienced staff as part of a team | <ul style="list-style-type: none"> • Working in a residential centre. • Working in an outdoor education setting with young people. • Being accountable for the wellbeing of a group of young people. |
| Attributes | <ul style="list-style-type: none"> • Good organisational skills • Work unsupervised • Confident and act with authority • Helpful and friendly • Reliable • Ability to work in a busy environment • Be supportive and sensitive to the needs of young people • Ability to relate to and communicate with all types of people | |



Salary and Benefits

The salary for this job is £22,672 for an average of 40 hours per week.

There is a 3-month probationary period from the employee's start date.

Benefits:

- Annual Leave of 24 days increasing by one day each year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date
- Personal Accident Insurance while at work or commuting
- Cash plan healthcare (currently Medicash) on application after completion of probation.
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
- 8 weeks' sick pay at full salary in any 12 months
- Berghaus uniform items provided. Also opportunity to purchase Berghaus products at discount
- Discounted course fees for family members to attend Outward Bound Trust courses (after 12 months service).
- Cycle to work scheme

Terms & Conditions

Accommodation will be provided on the nights worked.

Food is not provided as part of the remuneration. Meal vouchers can be purchased from either the kitchen or administration staff.

Access to adventurous activities: you may use your time at Outward Bound to gain unpaid experience in outdoor work.

How to Apply

Anyone interested in applying should send a CV and a covering letter, explaining their fit to the Job Description and the Person Specification to:

Sharon Lloyd, Head of Administration, The Outward Bound Trust, Aberdovey Centre, Aberdovey, Gwynedd, LL35 0RA. Email: sharon.lloyd@outwardbound.org.uk

If you have any queries regarding the information supplied or the recruitment process, please contact Sharon Lloyd either by email as above, or telephone: 01654 767464 during office hours.

Closing date for applications: 09.00 Monday 20th November 2023.

Interviews will be held: Monday 27th November 2023.

Start Date: 03rd January 2024.

Working Together Across The Trust

The Outward Bound Trust is a charity with over 300 skilled and talented employees who work together collaboratively in a variety of situations. To be effective we need to trust and value each individual to do their best to achieve our overall aims to develop young people. To achieve this staff across the organisation have developed “The Way We Work Together at The Trust”. This, we believe, is the way that we should work together within The Trust. This is the culture that we want all employees – from the CEO to the rawest new recruit – to play their part in developing:

1. We are proud to work for The Outward Bound Trust. It is our responsibility to come to work each day determined to make it even better.
2. We are a small organisation with some very talented and deeply committed staff. Although line-management responsibilities and areas of ultimate responsibility are clear, we aim to be as non-hierarchical as possible. Constructive advice, comment or guidance from anyone to anyone is more than welcome.
3. We trust one another to do the jobs we have been recruited, trained and developed to do. Each of us taking personal responsibility lies at the heart of a great team performance. No-one should need or want to be micro-managed.
4. Everyone can be a leader because everyone is encouraged to use their “process authority” to influence what is happening within The Trust. Giving and receiving feedback, clarifying purpose and outcomes, actively listening, providing constructive suggestions are all examples of process authority and this can be exercised by any one of us at any time.
5. We should all look for ways to praise each other for the many things that we do well. In doing so we also earn the right to confront behaviour or performance which is unacceptable or which saps energy from the organisation.
6. The more effectively we communicate with each other, the better things will be.