

NIGHT DUTY SUPERVISOR

Loch Eil Centre

**Fixed term contract 19th June to 11th August (including 2 full weeks of training)
(Plus 5 days accrued holiday, paid at end of contract)**

**Salary: We are a real living wage employer. £10.90 per hour.
Approximately £4,400 earned over length of contract.**

**Working night shifts will be from 4th July until 11th August, from 2100-0900 based on a
working shift pattern of 4 nights on 4 nights off.**

48 hours worked over 4 night shifts

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. Most years 25,000 young people take part in our courses.

Our summer courses vary from 5 to 19 days with students from all over the UK and overseas. Students vary in age from 8 to 21 years of age.

The Loch Eil Outward Bound centre is situated on the shore of Loch Eil with spectacular views of the west highlands. The centre has 120 beds with a dining room, meeting rooms, equipment stores and outside grounds.

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

The Night Duty Supervisor patrols inside and outside the centre throughout their shift and alerts the 'sleep in duty staff' to any problems.

The Night Duty Supervisor reports to the Head of Hospitality.

Minimum 18 years of age.

Responsibilities

The Night Duty Supervisor throughout their shift will:

- Be responsible for the immediate safety and security of the centre and its visitors
- Have a visual presence across the site and undertake regular security checks
- Be responsible for initiating any emergency response services if required

- Alert the sleep in duty staff or senior staff, as appropriate, to any occurrence that is beyond the Night Duty Supervisor's ability, level of training or experience to manage
- Inform the Manager on Safe (and/or our logistics team) and other appropriate staff about any notable occurrences at the end of their shift
- Maintain safety standards, operating within The Outward Bound Trust policy, guidelines and rules for Risk Management and safeguarding.
- 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 Duty Supervisor will:

- Receive a brief from the duty staff, regarding the profile and group whereabouts, including those operating off site. The brief will include any noteworthy medical, pastoral needs and disciplinary or behavioural matters
- Be available at all times to respond immediately to any unforeseen circumstance
- Attend to other tasks appropriate to the working situation as directed by the Head of Hospitality (eg. catering or housekeeping tasks)
- Summon emergency services if appropriate and follow the correct procedures
- Maintain a regular visible presence walking around the site during student recreational time and around dormitory areas approaching bedtime and early morning
- Remain vigilant to detect students who have not settled down or who need assistance.

Hours of Work

The Night Duty Supervisor will:

- work throughout the night, staying awake for a 12 hour shift from 21.00 – 09.00
- work a shift pattern of 4 nights on, 4 nights off
- take a 20 minute paid break at an appropriate time during the night and will have breakfast provided.

Training

Full training is provided for this contact, from the 19 June - 3 July, with a mix of day time and evening hours, based on an eight hour day.

Salary and Benefits

Salary: We are a real living wage employer. £10.90 per hour.

- Berghaus uniform items provided
- Breakfast whilst on duty is provided

Person Specification

	Essential	Desirable
Qualifications	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 long night shifts. - Working or volunteering with young people. - Ability to work with guidance from more experienced staff as part of a team - Being accountable for the wellbeing of a group of young people. 	<ul style="list-style-type: none"> - Working in a residential centre. - Working in an outdoor education setting with young people. - Personal experience of outdoor adventure and instigating own personal development.
Attributes	<ul style="list-style-type: none"> - Good organisational skills - Work unsupervised - Confident and act with authority - Helpful and friendly - Reliable and mature approach. - 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. 	
Other	<ul style="list-style-type: none"> - The post holder will also be required to undertake a PVG (protecting vulnerable groups) check by Disclosure Scotland. 	

How to apply

If you have any queries regarding the information supplied or the recruitment process, please contact sarah.savill@outwardbound.org.uk or telephone: 01397 772866 during office hours.

To apply for this job please send by email a covering letter of not more than 2 sides of A4, explaining your fit to the job description and the person specification, together with an up to date CV to Michael Forster. michael.forster@outwardbound.org.uk

Closing date: 09.00 19thth April 2023

Interviews will be held by mutual arrangement