



# Huish Woods

# Campsite Manager

## Applicant Information



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# The Scouts

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost half a million people aged 6-25 the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

At a time when communities are becoming more divided, we bring people together. When many young people are struggling to find purpose and belonging, Scouts helps them develop skills, confidence and a sense of hope. We inspire positive futures and help young people find their place in the world by developing their character, employability and practical skills they need to succeed.

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**'Scouts made me a do-er and a give it a go-er. Made me question and listen and have a wide-open mind. Scouts made me take a deep breath and speak up. Made me think on my feet, made me see the big picture, made me ignore the butterflies and go for it. Scouts made me get back up and try again. Made me think about what's next, and plan for it. Made me jump in, get muddy, give back and get set.'**

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## **What do Scouts do?**

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

# Our Strategic Plan

**By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.**

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. Our previous plan, Scouting for All, inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 460,000 young people aged 6-18 (including the highest number of girls in our history) get the best possible start in life.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

## Skills for Life

Our plan to prepare better futures 2018-2023

### Our vision

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

### Our mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

### Our values

We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

### Our goals

We will achieve the following goals against our four objectives:

#### Growth

- 50k more young people
- 10k more Section Leaders
- 5k more Young Leaders

#### Inclusivity

- The demographic of adult volunteers reflects society
- In 500 more areas of deprivation

#### Youth Shaped

- 250k young people shape their Scouting each year
- 50% young people achieve top awards

#### Community Impact

- 250k young people making a positive impact in their local communities each year
- 50% young people achieve top awards

### Our three pillars of work

To meet these objectives, we will focus on three pillars of work:

Programme	People	Perception
A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.	More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.	Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

**'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.'**

**Tim Kidd, UK Chief Commissioner**

# Our Values

## Integrity

We say what we mean and when we make a promise, we keep it.

## Respect

We listen to others, explore our differences and work to find common ground.

## Care

Scouts are friends to all and think of others before themselves.

## Belief

We believe passionately in improving the lives and life chances of young people and helping them explore and develop their beliefs and attitudes.

## Cooperation

Scouting is about teamwork. We believe that when we work together, we achieve more than we can on our own.

# Our Key Policies

All members follow our key policies. The policies cover:

## Child Protection

## Equal Opportunities

## Religion

## Safety

These policies are fully explained on our website at [scouts.org.uk/about-us/key-policies/](https://scouts.org.uk/about-us/key-policies/)

## Did you know?

- 9 out of 10 parents think their children would benefit from learning skills for life
- 83% of parents think Scouts helps young people develop skills for life
- 9 out of 10 UK adults think Scouts develop empathy
- 9 out of 10 UK adults think Scouts develop active listening skills 11 of the 12 people to walk on the moon were Scouts.
- Scouts have stood on the summit of Everest and at the South Pole.
- Scouts are public spirited – all our leaders are volunteers and nearly half (47%) volunteer outside of Scouts too.
- Over 160,000 adult volunteers in Scouting learn new skills, make new friends and make a positive impact in their communities.
- We offer over 200 activities from abseiling and coding to drama and water-zorbing.
- Over a quarter of UK Scouting's membership is female.



# Huish Woods

Huish Woods Campsite is situated at the edge of the Blackdown Hills, 7 miles from the County town of Taunton off the A358. The site is set in 40 acres of mixed woodland and is owned and managed by Blackdown District Scouts.

We welcome Scouts, Guides, Schools and Youth Groups for camping and training. Huish Woods can also be used as a base for those on Duke of Edinburgh Award expeditions. It is the perfect location for an activity day or a full week of adventure whether it's for a small group or a large event. Excellent facilities and activities are available all year round.

## Activities

We offer a range of activities that aim to challenge every participant including:

- Archery
- Shooting
- Climbing and Abseiling
- Zip wire
- Caving
- Orienteering
- Nature trail
- Bouldering wall

## Facilities

Huish Woods offers a range of indoor accommodation, inclusive of The Govett Hall which can be used as a meeting place, dining room or open space to run around in. As part of the campsite's main building this includes a kitchen with an eight-ring gas cooker and oven, stainless steel sinks and work surfaces, fridge and freezer with ample storage space for all your food and cooking equipment.

## Camping

The Beacon Field is an eight-acre camping field, split into 10 individual sites, which can hold approximately 350 campers. A modern toilet block is situated on the edge of the field, including a disabled toilet and shower in addition to the main toilet and shower block behind the main building. There are also 18 smaller campsites situated in the woodland which are perfect for smaller groups.



# The Role

<b>Responsible to:</b>	Blackdown District Scouts Executive Committee
<b>Location:</b>	Huish Woods Campsite, West Hatch, Taunton, TA3 5RH
<b>Term:</b>	Permanent (with 12-month probation period)
<b>Salary:</b>	£18,200 per annum
<b>Hours:</b>	25 per week (annualised)
<b>Working pattern:</b>	Due to the nature of the role, evening and weekend work will be essential. This will depend on the needs of the campsite
<b>Line management responsibility for:</b>	Campsite Administrator, Cleaner
<b>Key contacts:</b>	District Commissioner, Blackdown District Trustees, local Scout and Guide groups, local Schools and other Youth groups
<b>Holiday entitlement:</b>	6 weeks (inc. bank holidays)

## Core Purpose

This is an exciting opportunity to join the Blackdown Scout Team, managing and shaping the future of Huish Woods Campsite. We are looking for somebody who is passionate and enthusiastic about providing the best possible experiences for young people who are visiting the campsite; ultimately developing their skills for life.

The purpose of the role is to lead the daily operation of Huish Woods Campsite, ensuring that an excellent standard is provided to all visitors. This will include ensuring the maintenance of the site, the safe operation of all activities, encompassing marketing, administration and customer service.

The role also involves the development of the campsite so that it continues to be a thriving hub of activity for young people, from Scouting as well as other youth organisations.

## Key Tasks

### General

- Responsible for the development of the campsite, in partnership with Blackdown Scout Trustees
- Produce and prioritise site maintenance task list

### Marketing

- Market and promote the campsite within The Scouts, Guides and external Youth Groups and Schools

### Guest Care

- Ensure that visitors are made to feel welcome
- Oversee the health, safety and welfare of visitors to the campsite
- Ensure activities meet the requirements of our guests

### Line Management – Employees

- Oversee and direct staff and set work priorities
- Carry out performance reviews and appraisals for staff
- Ensure necessary administrative procedures and records are accurate for effective and efficient functioning of the campsite.

## Managing Volunteers

- Manage the team of Huish Wood's volunteers and recruit new members
- Organise working parties
- Ensure suitable training/support is provided to all volunteers

## Activity Quality and Safety

- In line with campsite policies, ensure that guidelines and standards are followed for the safe operation of all activities
- Work with the Executive Committee to develop activities
- Contribute to the development of campsite policies and procedures

## Facilities

- Ensure all facilities are fit for purpose
- Ensure that the campsite complies with and implements all relevant statutory legislation (Health & Safety, Fire Regulations, Electricity at Work Act etc.)
- To maintain records of all inspections, visits and any works undertaken
- To prepare and manage delivery of the annual maintenance programme
- Liaise with and control work of outside contractors
- To facilitate a campsite and woodland management plan
- Manage the running of the campsite shop

# The Person

## Skills and abilities

- Outstanding leadership and management skills with the ability to motivate and inspire others
- Able to work well as part of a team, leading by example
- Think creatively and solve problems
- Innovative and self-motivated
- Flexibility and willingness to learn
- Ability to remain calm when under pressure
- Excellent communicator
- Friendly and approachable and able to build excellent rapport with visitors
- IT skills – Microsoft Office (particularly Word and Excel)
- Able to create and manage compelling social media content
- Ability to manage budgets and financial transactions

## Knowledge

- Health and safety issues relating to managing facilities
- Understanding of woodland management

## Experience

- Working with and managing volunteers
- Managing budgets
- Site and booking management

The post is subject to a satisfactory Disclosure & Barring Service Enhanced Disclosure Certificate (DBS) and the successful applicant will also need to undergo a series of training, provided by The Scouts.

# How To Apply

## Key dates

The closing date for applications is **14<sup>th</sup> February 2020**.

Interviews are to be held week commencing **2<sup>nd</sup> March 2020** at Huish Woods Campsite.

## Process

Please send a copy of your CV and a covering letter explaining why you believe you are a suitable candidate to [jobs@huishwoods.org.uk](mailto:jobs@huishwoods.org.uk).

## Further information

For more information, visit [www.huishwoods.org.uk](http://www.huishwoods.org.uk) or contact Pam Gaines, District Commissioner ([dc@blackdownscouts.org.uk](mailto:dc@blackdownscouts.org.uk)).