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JOB DESCRIPTION

JOB DETAILS

Job Title:	Camas Resident Staff Team Member – Activities
Line Manager:	Camas Coordinator
Location:	Camas Centre, Mull
Operational Committee:	Camas
Contract:	9 months

JOB PURPOSE

Camas Resident Staff Team

Under the guidance of the Camas Co-ordinator, the Camas Resident Staff Team (of up to five people) is responsible for the planning, co-ordination and running of the weekly programme for Camas Centre guests, and for the leadership and support of volunteer staff and guests into the common life at Camas.

All members of staff at Camas are required to participate fully in the common life shared by staff and guests – this includes attending shared meals and taking part in daily chores, as well as attending and leading morning and evening reflections.

Although based primarily at the Camas Centre, Camas Staff may at times need to work on the mainland, as well as on Iona; suitable accommodation will be provided.

This is a developing post in a changing situation, requiring flexibility and ongoing re-assessment of the job description.

Shared Responsibilities of all Camas Resident staff

1. Providing welcome, hospitality and leadership for both guests & volunteer staff
2. Maintaining clear communication with staff and guests on a daily basis
3. Implementing and adhering at all times to the safety guidelines for staff and guests in relation both to the outdoor activities and the general running of the centre
4. In the more senior staff's absence, assuming responsibility for the running of the centre and the welfare of staff and guests; this includes taking responsibility for Child Protection
5. Ensuring adequate resources/equipment are in place, ordering and arranging delivery of supplies as necessary, maintaining records and ensuring financial accountability and integrity are upheld
6. Participating in domestic and maintenance tasks as necessary to the running of the centre
7. Planning and facilitating the programmed events and weeks
8. Developing the work of the centre through innovative programming and processes
9. Contributing to the growth of the centre's client base through sales, marketing and visiting groups
10. Upkeep of the centre's organic garden and tree nursery
11. Co-ordinating and supporting the centre's environmental policies as well as its recycling, fuel and composting systems
12. Co-ordinating general maintenance tasks and upkeep of the centre's buildings and grounds, including the centre's tools and garden/maintenance equipment, (in liaison with the Iona-based maintenance team when necessary)

Specific responsibilities for this post:

The Iona Community is an ecumenical Christian movement seeking new ways of living the gospel in today's world through working for peace and social justice rebuilding community and in the renewal of worship.

Company No: SC096243

Charity No: SC003794

1. Relevant experience in planning and delivering outdoor activities
2. Strong experience in kayaking, rock climbing, wild camping and hillwalking (ideally, but not necessarily, holding BCU qualifications – Kayak Level 1, MLTA Single Pitch Award and Summer ML)
3. Experience in working with young people outside eg team games, wide games, raft building etc
4. Ensure all technical equipment used in the outdoor activities is maintained adequately for its purpose and according to guidelines set out in the Camas Safety Document.
5. Maintaining equipment check logs and the addition and removal of equipment from the system
6. Plan and facilitate the weekly programme.

SUPERVISION AND BUDGET RESPONSIBILITY

The Camas Resident Staff Team is responsible for:

- leadership and as a role model for the Camas volunteers
- day to day management of volunteers, allocating and supervising tasks
- the mentoring of specified individuals within the volunteer team.
- No direct budget responsibility unless related to identified projects or responsibilities such as ordering of food or garden supplies

LEVEL OF AUTONOMY AND DECISION-MAKING

- Day to day decision making related to programme and responsibility for running and managing the centre in the absence of more senior staff

COMMUNICATIONS

- Communicate daily with resident team, volunteers and guests
- Staff in Iona centres and Glasgow
- Local community members in particular schools and environmental organisations
- Visiting group leaders and organisations prior and post visit
- Potential customers to generate bookings both by telephone, presentations and meetings
- External suppliers

PERSON SPECIFICATION

All members of the Camas Resident Staff Team should:

- be in sympathy with the aims and purpose of the Camas Centre and of the wider Iona Community, and able to reflect these in their work at the centre.
- demonstrate strong leadership skills and awareness of their position as a role model. Fully participate in community and the daily life, eg meals, chores, and reflections
- have an active and positive awareness of environmental issues and renewable energy.
- have initiative and self motivation
- have the ability to inspire individuals and actively contribute to a strong team ethos within the resident team and the staff team as a whole
- be committed to a basic, simple and sustainable lifestyle
- have experience and appropriate skills for working with a variety of people, especially marginalised young people
- demonstrate empathic listening skills
- have an interest in, and ideally experience of, a variety of outdoor/adventure activities
- be willing to share fully in the common life at Camas and able to thrive in a close-knit community setting, contributing to joy, laughter and friendship
- be able to function with a high degree of responsibility

- have a dynamic, flexible approach
- IT and multimedia literacy

In addition, members of the Camas Resident Staff Team should have experience and/or qualifications appropriate to their specific focus within the centre's work.

For this specific resident post vacancy:

Essential:

- Have the experience to make sound judgments as to if and how outdoor activities are conducted depending on weather, nature of group, objectives and level of expertise of leaders available.
- Previous experience of working with marginalised young people and/or vulnerable adults
- Experience of planning and facilitating activity sessions for groups of young people.

It would be beneficial to:

- Have the ability to identify/recruit new customers
- Carry out maintenance of equipment and the centre
- Hold a full, clean driving license
- Other useful skills might be ability to play a musical instrument, art/craft or environmental education interests.

This post is exempt from the Rehabilitation of Offenders Act and the post-holder will need to be or to become a member of Scotland's Protection of Vulnerable Groups Scheme.

AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date