



JOB DESCRIPTION

JOB DETAILS

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| Job Title: | Camas Resident Staff Team Member – Activities Programme Worker |
| Line Manager | Camas Coordinator |
| Location: | Camas Centre, Mull |
| Committee: | Community Life Committee |
| Contract | Mid-March - mid-November 2021 |
| Date of this version | 01/12/20 |

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 to both 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, social media 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:

1. Planning and delivering outdoor activities, which may include kayaking, coastering, rock climbing, wide games, wild camping and hillwalking. Planning and facilitating the weekly programme with groups, including leading reflection sessions and community building activities

Together with the long-term Activities Programme Worker:

2. 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.
3. Maintaining equipment check logs and the addition and removal of equipment from the system.

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 outdoor equipment

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
- Group leaders and organisations prior and post visit
- Potential customers to generate bookings both by telephone, presentations and meetings
- Engaging groups and individuals through a creative social media presence
- 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 management team and the staff team as a whole
- be committed to a basic, simple and sustainable lifestyle
- have experience, passion 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:

- Relevant experience in planning and delivering outdoor activities for groups of young people. This includes having 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.
- Experience in kayaking, rock climbing, wild camping and hillwalking (ideally, but not necessarily, holding BCU qualifications – Kayak Level 1, SPA/Rock Climbing Instructor Award and Summer ML)

It would be beneficial to:

- Have previous experience of working with marginalised young people and/or vulnerable adults
- Be able to 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:

Immediate Manager Signature: