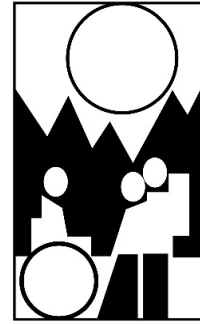


# Speyside Trust BADAGUISH



## GENERAL JOB DESCRIPTION – CENTRE MANAGER

### General Information:

Badaguish is an outdoor centre in a remote forest setting close to Loch Morlich and Cairngorm, approximately 7 miles from Aviemore. As well as being the base for many youth, community and family groups who are self-staffed and self-programming the Centre offers 24 hour care, respite activity holidays for adults and children with special needs and organises public outdoor sporting events and fundraising events.

### The Manager is responsible to the Executive Director:

- For the smooth day to day running of Badaguish Outdoor Centre.
- Maintenance of all related administrative tasks and record keeping, including performance monitoring for HR, Finance, H&S, Quality Assurance, and Fundraising Events.
- Coordination and forward planning of all centre functions.
- Ensuring good communications and positive working relationships between centre staff teams.

### Aims of the Centre:

To provide an outdoor experience in an integrated setting for a variety of Groups, Families and Individuals. Give visitors of all abilities the opportunity to enjoy the environment in the National Park.

### Person Specification

You will have a formal qualification at HND or equivalent level together with a minimum of 5 years management experience. Relevant qualifications and previous commercial business experience of tourism, marketing, hospitality and management of a busy residential centre will be an advantage.

You will have an enthusiastic and resourceful approach and will enjoy leading from the front, supporting, inspiring and working alongside your team. A practical hands on working knowledge will be essential in each of the key areas.

- Organisation and Management of Staff.
- Associated record keeping and budgets for Housekeeping and Maintenance, Insurance Liability Procedures and Staff Training requirements for HR & H&S.

As a front of house member of staff with responsibility to lead and coordinate the team at Badaguish you will have a cheerful welcoming personality and will enjoy the opportunity to guide and work with the Site team and to liaise with the Care Team.

You will ensure a high quality experience for all visitors at the Centre and be able to demonstrate the ability to:

- Cultivate an open and friendly work environment and a committed team.
- Motivate staff to achieve high performance in their work.

- Communicate effectively both verbally and in writing at all levels. Assess skills, support and training needs of each department in order to assist the Director with forward planning.

**Principal Tasks:**

**Responsible to the Chief Executive:**

- For management of facilities, services and customer care.
- For meeting all quality assurance requirements at Badaguish ie Scottish Tourist Board, Adventure Activity Licensing Authority etc.

**Governance**

Ensure compliance with requirements for all statutory & regulatory authorities, Planning Authority Conditions, Forestry Commission Lease Terms & Conditions, Companies House, Scottish Charity Regulator, Adventurous Activity Licensing Authority, Health & Safety, Audit & Stocktaking, Insurers, etc.

**Project Management**

Deliver and forward plan existing projects and new development projects.  
Monitor and maintain reporting in accordance with requirements for all external funding agencies.

**Financial Management**

Forward Plan, Budget, Monitor and Report on existing services and facilities including Accommodation, Care, Café, Fundraising, Grants etc. Maintain 5 Year Cash Projections.

**General Centre Management & Administration**

Performance and line management, supervision, support and training of staff to carry out all functions for administration, accommodation and the café.

Be responsible to manage and maintain all Employers Indemnity Insurance requirements and procedures for HR, H&S, Residential Care, Outdoor Activities and Events. Updating all Contracts, Job Descriptions, Policies and Risk Assessments.

Support Care Manager, Bookings Manager, Café Manager, Centre Warden & Housekeeper. Provide on call, emergency and holiday cover for the Centre Warden.

**Facility Management**

Implement and monitor ongoing planned maintenance and development of existing and new buildings and facilities. Be responsible to manage all contractors for repairs and servicing contracts.

**Marketing, Fundraising, Events and PR Management**

Responsible to forward plan, develop, organise and monitor both specific events and initiatives and contribute to overall strategy.

**Partnership Working**

Responsible to liaise, negotiate, attend meetings, develop and maintain good working relationships with a wide network of local and national agencies, stakeholders and landowners involved with delivery of Speyside Trust services, projects and events.

**Additional Duties**

As in most centres, the tasks and responsibilities can be unpredictable. If a change in duty should occur, it will be compatible with the regular type of work. Should the change in duty become frequent, the member of staff will be consulted and the job description will include the task.

**Equal Opportunities**

The Trust recognises the need to ensure equal opportunity for its employees and applicants. The Trust's policy outlines its commitment to eliminate discrimination on the grounds of sex, marital status, race, colour, ethnic or national origin, age, disability or any other non job related factors.

**Hours of Work** 35 hours per week with 2 days off per week.

**Annual Leave** 29 days including public holidays.

**Referees** Two references will be required.