



Title: Operations & Recruitment Coordinator (Outdoor Education)

Reporting to: Ultimate Survival Programme Manager (Outdoor Education)

Basis: Full Time, permanent

Hours: Monday to Friday 9am-5pm, except during camp operating weeks when longer hours (8am – 6pm) will be expected. Some weekend work also required in the run up to and during camp seasons.

Location: Farmoor, Oxfordshire

Salary: £20 - £23k per annum (pro rata) plus up to £1500 loyalty bonus annually (pro rata)

Start Date: January 2022

Closing date for applications: 1st December 2021

Summary of Position:

Ultimate Activity Company Ltd is a leading provider of holiday childcare in the UK. Our trusted holiday camps operate at venues across the country offering outstanding childcare & activity provision to children whilst providing peace of mind to parents.

Our belief at Ultimate Activity Company is that the quality of staff determines the quality of our programmes, and as such the role of the Operations and Recruitment Coordinator is crucial to their success.

As part of a supportive Operations Team, you will oversee the end to end recruitment of the temporary staff who help us deliver the exceptionally high standards we have promised parents, children and schools, focusing on our Outdoor Education courses delivered through Ultimate Survival. During the season you will then work closely with the Programme Manager to support the on-site staff teams and ensure the smooth-running of the programmes.

Whilst this is a largely office-based role, you will also spend time on our courses, helping to coordinate training events, support staff, and offering feedback, and so a background in outdoor education/bushcraft and a love of the outdoors is certainly advantageous!

If you are a positive team player who has the drive to recruit the best possible staff who can 'inspire children every day' then we want to hear from you!

Duties and Responsibilities:

Assist with the development and management of recruitment initiatives:

- Research and implement new recruitment advertising opportunities
- Take an active approach in the recruitment of new candidates, attending job fairs/events and contacting recruitment leads
- Update and manage adverts on external job boards

The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, employment history and reference checks, and international criminal record checks where required.

- Raise brand awareness through social media campaigns and other initiatives

Following safer recruitment guidelines, select and appoint suitable staff for camp:

- Source suitable candidates for each role, selecting the best applicants for interview through CV screening
- Conduct interviews via phone, video call, and in person
- Ensure potential staff are suitable for a role in childcare, completing the necessary background checks, including obtaining references and DBS checks
- Ensure required ratios of staff:children are met based on booking numbers
- Source emergency cover in the event of sickness
- Ensure staff levels and qualifications meet Health & Safety requirements
- Ensure the on-camp teams have a suitable balance of skills and experiences, reflecting the core values of the company and the schools at which they are employed

Oversee new starter induction:

- Prepare and send required employment paperwork to appointed staff
- Ensure paperwork is completed promptly by appointed staff
- Coordinate the pre-employment training for on-camp staff
- Update internal systems to ensuring information held on candidates is up to date
- Provide accurate staff records/timesheets for payroll

Act as a key point of contact for staff and potential candidates:

- Respond to general employment queries via telephone, email and through social media
- Engage staff through regular communications such as newsletters and surveys
- According to a rota, assist with cover of out of office phone line, reacting to any staffing emergencies and ensuring any correspondence received is communicated to the relevant team members (school holidays only)
- Provide on camp support and training to new starters
- Monitor performance of on camp teams, providing feedback where necessary

Training and Operations Support

- Assist in preparation, coordination, and delivery of training
- Assist the Ultimate Survival Programme Manager in weekly administrative tasks such as preparing and delivering camp paperwork and kit, and organising the weekly 'camp out'
- Occasional weekend work for training days and setting up camps

Essential Requirements:

- Experience and/or understanding of childcare setting, preferably in a holiday camp environment
- Confident and tenacious problem solver
- Highly organised with an excellent attention to detail
- Confident communication skills, both written and spoken with a great telephone manner

- Enthusiastic team player, with the drive to complete tasks to a high standard
- Highly computer literate with experience using in Word, Excel and Outlook
- Experience and ability to perform under pressure and meet deadlines in a busy environment
- Able to commute daily to our office just outside Oxford

Desirable Requirements:

- A graduate in relevant field
- Experienced in bushcraft/outdoor education
- Previous experience within recruitment or a similar field, preferably in a multi-site environment
- An understanding of UK Child Safeguarding practices and regulations and Safer Recruitment guidelines
- Full, clear driving licence

Benefits

- **Generous Holiday Allowance:** Up to 35 days plus bank holidays annually, plus time in lieu for weekend work
- **Free onsite parking**
- **Regular Company Socials**
- **Company Pension Scheme**
- **Part of a Highly Respected Organisation:** As part of Dukes Education Ltd, Ultimate Activity Company Ltd staff reap the benefits of being part of a highly successful and respected educational group.

Apply with your CV and Cover Letter via our Careers Page by 1st December 2021.