



**Job Title:** Activities Manager  
**Based:** Falmouth/Lizard Area, Cornwall  
**Position:** Permanent, Full-time  
**Salary Range:** £27,000 - £29,500 per annum

## COMPANY BACKGROUND

Children's Sailing Trust is a charity based in Cornwall that offers access to sailing and watersports to children as well as young people with additional needs. We are passionate about using these activities as a tool to develop confidence, competence and resilience, enabling participants to reach their full potential in life. One of our key beliefs is that all children and young people should have the same opportunity to learn sailing and watersports, irrespective of financial challenges, disabilities or special educational needs.

2022 sees the 25th year of our charity working on the Helford River taking local children, young people and adults sailing, kayaking and paddleboarding through our term-time schools' programme. The organisation also offers commercial activity after school, weekends and during the holidays to generate funds that feed back into the sustainable running of the Charity. Children's Sailing Trust is a growing organisation and has recently opened its second location – an accessible watersports centre and fully accessible holiday accommodation at Trevassack Lake, a converted freshwater serpentine quarry on the Lizard peninsula. Complementing our activities on the Helford River, Trevassack Lake enables us to offer more to a wider range of participants with specialist equipment that allows watersports opportunities for all.

Children's Sailing Trust has just completed a major capital development and is in a new phase of growth and opportunity.

## JOB DESCRIPTION

To lead and manage a range of watersports and activities, delivered to a high standard of safety, enjoyment, inclusion and enrichment that generates sustainable profits for the charity.

## MAIN DUTIES AND RESPONSIBILITIES

### Activities Management

- Provide quality training and development across a wide range of outdoor activities.
- Delivery of outdoor education and development products ensuring that all the relevant safety aspects of each discipline is adhered to.
- Provide an enjoyable and safe environment for students of all ages and abilities.
- Create operational plans, policies and procedures to ensure the smooth running of all activities, including all matters relating to safeguarding, health and safety, hygiene, risk assessment and management.
- Ensure operational plans are delivered within set budgets. Identify and deliver process improvements and operational efficiencies.
- Manage an inventory record of equipment, ensuring it is maintained to a high standard.
- Create and maintain a cleaning, inspection and maintenance schedule of all equipment and facilities, keeping appropriate records.

## **Activity Bookings**

- Manage activity bookings, including responding to all enquiries.
- Work with schools, groups, families and those with SEND to understand individual needs and aspirations and create activities and experiences to fulfil their potential.
- Understand the organisation's financial targets for watersports and activities and ensure the operational plans meet these and drive sales accordingly.

## **Team Leadership**

- Lead the Activities Team ensuring they are highly motivated to support an outstanding customer experience.
- Ensure the team has the appropriate training and understanding of operational processes, policies and procedures.
- Create and manage the team schedule, ensuring appropriate staffing at all times. Supervise their work to ensure standards and contractual obligations are met. Manage and resolve any performance issues.

## **General Duties and Responsibilities**

- Comply with all organisation policies and procedures.
- Ensure all teaching complies with the RYA curriculum through session evaluations and ongoing observations.
- Manage Staff and Volunteer skill development.
- Support activities across the whole organisation as work demands to support key priorities.
- Model the organisation's values of inclusion and empowerment, taking positive steps to identify and overcome barriers to participation for SEND, people from disadvantaged backgrounds and BAME.
- Be prepared to occasionally carry out work outside of your contracted / normal working pattern i.e. evenings and weekends.
- Any other duties that can reasonably be expected in a post of this nature.

## **Key Skills**

- Positive, forward-thinking approach with a can-do attitude.
- Outstanding communication skills (written and verbal) and ability to work with a small but passionate team.
- Personal drive and determination, motivated to meet targets and deadlines.
- Strong focus on customer experience.
- Ability to work without direct supervision. This role demands good self-management, ability to balance competing demands and an ability to work well with all members of the team.
- A good level of IT skills and experience of working with Excel, databases and file sharing software (e.g. MS Sharepoint).
- Attention to detail.
- Experience working for a charity, CIC or strong commercial brand.
- Genuine interest in and commitment to the accessible, fair and inclusive principles of Children's Sailing Trust.

## **Knowledge, Qualifications, Previous Experience**

### *Essential*

Minimum of two years' experience of activities management and team leadership  
Experience in coaching children and adults including those with additional needs

### *Desirable Qualifications*

RYA Senior Sailing Instructor  
RYA Powerboat Instructor  
British Canoeing Instructor/BCAB Paddlesports Instructor  
2 day Outdoor First Aid  
Coastal Teaching qualification  
Beach Lifeguard qualification

## **Safeguarding and Inclusivity**

Children's Sailing Trust is committed to creating a safe environment for all our participants, staff and volunteers. We have a robust safeguarding policy, and staff at all levels will have an annual DBS check completed.

Our lakeside office is open-plan and fully accessible to wheelchair users. We welcome and encourage applications from under-represented communities.

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### **Salary Range:**

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### **Schedule:**

Monday to Friday  
Weekend availability

### **Experience:**

Activities Management: 2 years (required)

### **Deadline for Applications:**

Monday, 5<sup>th</sup> December 2022

### **To Apply:**

Email with a covering letter and CV to [jakie@childrenssailingtrust.org.uk](mailto:jakie@childrenssailingtrust.org.uk)

### **Start Date:**

9<sup>th</sup> January 2023 (TBC)

### **Further Information:**

Please take a look at our websites to gain further understanding of all we do:  
[www.childrenssailingtrust.org.uk](http://www.childrenssailingtrust.org.uk)

[www.cstexperiences.co.uk](http://www.cstexperiences.co.uk)  
[www.trevassackholidays.com](http://www.trevassackholidays.com)