

<p>Title: Head of Centre – Hagg Farm Outdoor Education Centre</p>	<p>Department: Children’s and Families</p>	<p>Post ref:</p>
<p>Job Purpose:</p> <p>To provide strategic leadership and operational management of Hagg Farm Outdoor Education Centre, ensuring the delivery of high-quality, safe, and inspiring outdoor learning experiences for young people and families. The postholder will lead the development, sustainability, and performance of the Centre, overseeing staff, programmes, facilities, and resources, while contributing to the wider vision of Notts Outdoors to enable young people to get outdoors, have fun, and make memories for a lifetime.</p>		
<p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Leadership and Management <ul style="list-style-type: none"> • Provide clear and effective leadership for all aspects of the Centre’s operation • Lead, develop, and inspire a high-performing team of permanent and associate staff • Promote a positive culture focused on safety, inclusion, quality, and continuous improvement • Contribute to the leadership and development of the wider Notts Outdoors service 2. Programme Quality and Development <ul style="list-style-type: none"> • Ensure the delivery of a broad, balanced, and high-quality outdoor education programme • Oversee curriculum design and innovation in outdoor and environmental education • Maintain high standards of teaching and learning across all provision • Support and quality assure delivery, contributing to activities where appropriate 3. Operations and Resource Management <ul style="list-style-type: none"> • Oversee the efficient day-to-day operation of the Centre, including bookings, administration, and residential provision • Manage all physical resources including buildings, grounds, equipment, vehicles, and technical activity resources • Ensure effective maintenance, development, and sustainability of all centre assets 4. Health, Safety and Compliance <ul style="list-style-type: none"> • Lead on all aspects of health, safety, and safeguarding across the Centre 		<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Effective management of Hagg Farm OEC and all its related operations. 2. The deployment, support, development and leadership of staff (including associate staff). 3. Maintaining robust operation procedures for adventure activities. 4. Oversight of the building and equipment and management of all matters of health and safety related to the Centre and its activities. 5. To encourage and develop ‘best value’ of the resources available at all times.

- Ensure compliance with all relevant regulations, including Adventurous Activities Licensing (AALA) requirements
- Embed a strong culture of risk awareness and dynamic risk management

5. Financial and Business Management

- Manage the Centre's budget, income, and expenditure to ensure financial sustainability
- Identify and develop opportunities for income generation and service growth
- Ensure effective use of resources and demonstrate value for money

6. Partnerships and Development

- Build and maintain strong relationships with schools, partners, and the local community
- Lead the marketing and promotion of the Centre to maximise usage and impact
- Explore and support opportunities to expand the reach of the centre with the delivery of outdoor activities for families and individuals
- Represent the Centre locally and nationally to enhance its reputation

7. Service Contribution

- Contribute to service-wide initiatives, planning, and professional development activities
- Support the achievement of organisational priorities within Children and Families services
- The role includes evening, overnight, and weekend working, reflecting the nature of a 52-week residential operation
- Undertake additional duties appropriate to the seniority of the role

The post holder will perform any duty or task that is appropriate for the role described

Person Specification:	
<p>Education and Knowledge:</p> <ol style="list-style-type: none"> 1. Degree or equivalent qualification 2. Relevant outdoor leadership training and qualifications, (preferred at high level for caving and/or climbing) 3. Further education qualification preferred 4. Health and safety knowledge in the outdoor sector, including matters relating to the 'Adventurous Activities Licensing Regulations 2004' and PPE requirements 	<p>Personal skills and general competencies:</p> <ol style="list-style-type: none"> 5. Sets an excellent example of customer care for other staff. 6. Effectively sets direction for a team providing motivation for all to deliver high performance. 7. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness 8. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness 9. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards 10. Takes an active role in managing risk, health and safety and safeguarding issues
<p>Experience:</p> <ol style="list-style-type: none"> 11. Substantial experience of managing residential outdoor provision and working with schools and diverse groups 12. Experience managing budgets, resources, and operational environments 13. Experience of partnership working and stakeholder engagement 14. Strong organisational, communication, and administrative skills 15. Confident use of IT systems to support effective management 16. Full driving licence suitable for group vehicles and trailers 	
<p>Role dimensions:</p> <ol style="list-style-type: none"> 17. To manage Hagg Farm OEC which offers a range of residential and day adventure activities to schools and families, both on and off site 18. The centre is used by about 2500 young people per year and holds an AALA licence 19. The resources include residential provision for 62 people, grounds, on site high ropes and climbing walls, technical stores for equipment, including a fleet of canoes, 2 minibuses and canoe trailer 20. This post is responsible for monitoring permanent 1.5 outdoor tutors/instructors and for a pool of seasonal/casual staff, all of whom hold specialist outdoor qualifications. In addition, there is some day-to-day oversight of admin/domestic staff. 	

Date: 15.05.2026