



ACTIVITY CO-ORDINATOR

45 hours per week (8.00 am to 5.00 pm on a rota 5 days out of 7)

Term Time Only will be considered

Salary £30,550 - £33,800 (depending on age & experience, Pro rata for term time only)

Outdoor-Ambition Limited (OAL) is a successful and growing business which provides Alternative Education to students and young people aged 5-19yrs who are struggling to access mainstream education. We engage our young people through Adventurous and Educational opportunities in the great outdoors alongside other pursuits to ensure they achieve good outcomes.

We pride ourselves on being an inclusive, caring, and supportive team who are passionate about delivering engaging, high-quality opportunities for all the students we work with. The Young people we work with can be disengaged with classroom-based learning or have a range of needs or be vulnerable for example; Special Educational Needs or have Social, Emotional, or Mental Health (SEMH) additional needs.

If you are passionate about supporting young people to be the best they can be, we have an exciting opportunity for an ambitious and enthusiastic Activity Coordinator to join our team. This role is perfect for someone who's passionate about outdoor education, enjoys working with young people, and wants to develop their career in a fun, adventurous, and meaningful setting.

You will support the Managing Director and the wider team to ensure the smooth day to day running of our business to ensure the safety and wellbeing of the young people we work with, our staff and visitors.

The successful candidate will have experience working with groups as the lead/ assistant instructor. You will be passionate about outdoor pursuits as the majority of your work will be conducted in the adventurous environment. This will allow you to develop your style and confidence with the full spectrum of the clients and students we have. Activity Coordinators are proactive, realistic and flexible, using their initiative to ensure successful outcomes. You will have greater responsibility for equipment and staff. At times you will be organising multiple sessions guiding both freelance and third-party staff and managing the needs of the young people in your care.

As a small business it is crucial all of our staff are self-motivated, ambitious with the vision and adaptability to multitask across all areas of the business to ensure effective operations.

Normal hours of work are 45 hours per week, 8.00 am to 5.00 pm on a rota 5 days out of 7. These hours can be variable, and you may be required to work additional hours outside of this and will

receive a minimum of 1 weeks' notice of any additional hours required. Due to the nature of the role and it's changing schedule you must be flexible in your working hours and be willing to work additional hours when required, which could involve early mornings, evening and weekend working. Candidates must be able to work in locations across the North East of England. Currently, the Centres are in Darlington and Newburn. Driving is an essential requirement.

Every member of our team is integral to enabling Outdoor Ambition Limited to deliver the successful programmes for young people and each role is critical in enabling quality provision of our services to schools.

Outdoor-Ambition is an inclusive, caring and friendly organisation and we accept applications from all areas of the community. You will join our dedicated, friendly and motivated team who are passionate about delivering excellent and engaging opportunities whilst caring for the students and their needs. You will be joining our organisation at an exciting time as we grow, and you will be given the opportunity to develop and grow your skills as our business continues to expand.

If you feel that you can demonstrate the characteristics and skills we are looking for and hold the relevant qualifications, then we would like to hear from you.

Outdoor-Ambition recognises and values the exceptional commitment and goodwill all staff bring to the organization and offer a generous remuneration package including additional benefits:

- Contributory Company Pension Scheme
- Fully Funded Continuing Professional Development (repayable if you leave within 6 months)
- Free car parking / cycle storage
- Generous Annual Leave entitlement
- Free Uniform
- Overtime Opportunities

Outdoor-Ambition is committed to safer recruitment practice to safeguard and promote the welfare of pupils we work with and expects all staff to share this commitment.

An enhanced DBS check is required for all successful applicants. Safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed. This will include online searches as part of our recruitment due diligence for all shortlisted candidates, in line with Keeping Children Safe in Education 2026.

Application forms are available from and completed applications are to be returned by email directly to: Michelle.Charlton@outdoor-ambition.co.uk

If you would like an informal chat, please contact Lloyd Murray on 07801 444495 (no recruitment agencies)

Job Description

Activities Co-ordinator

Hours: 45 hours per week - Your normal hours of work are 8.00 am to 5.00pm on a rota 5 days out of 7days. These hours can be variable, and you may be required to work additional hours outside of this and will receive a minimum

of 1 weeks' notice of any additional hours required. Due to the nature of the role and it's changing schedule you must be flexible in your working hours and be prepared to work additional hours when required, which could involve early mornings, evening and weekend working. The nature of this role outdoors means you are expected to bring your packed lunch to eat with the students.

REPORTING RELATIONSHIP

To the Operations Managers

JOB PURPOSE:

The Activity Coordinator's position is a key role in caring for the young people we work with. You will be responsible for managing the session, caring for the students and ensuring their safety and wellbeing by meeting their individual needs. You will be working with groups of students as the lead instructor. The majority of your work will be conducted in the adventurous environment.

This will allow you to develop your style and confidence with the full spectrum of the clients and students we have.

You will have greater responsibility for equipment and staff. At times you will be organising multiple sessions guiding both freelance and third-party staff.

MAIN DUTIES/RESPONSIBILITIES

You'll support the Managing Director and wider team in the smooth day-to-day operation of our programmes, helping ensure the safety and well-being of students, staff, and visitors. Working alongside our Operations Managers and being supported by Activity Support Staff, your responsibilities will include:

- Assisting with and delivering outdoor learning sessions and activities
- Working 1:1 or with small groups of students, including those with emotional, social, or behavioural needs
- Nurturing, supporting engagement, development, and personal growth through outdoor education
- Acting as a positive role model and promoting the values and standards of Outdoor Ambition
- Contributing to planning and delivering safe, effective, and enjoyable sessions across a variety of environments

The Activity Coordinator's position is a key role in caring for the young people we work with. You will be responsible for managing the session, caring for the students and ensuring their safety and wellbeing by meeting their individual needs. You will be working with groups of students as the lead instructor. The majority of your work will be conducted in the adventurous environment.

This will allow you to develop your style and confidence in managing the full spectrum of the clients and students we have.

You will be expected to aid the development of the junior staff and guide them with your experience to make them more efficient with their position and trade. Acting as a role model, maintaining our values and standards.

Duties will include:

- To safeguard and promote the welfare of the students and staff for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To nurture and care for and meet the individual needs of the clients and students we work with, setting a good positive role model.
- To act as the Activity Coordinator to programs and courses.
- To coordinate and deliver activities.
- To effectively communicate information to the Operation Managers.
- Continually develop activities and shape procedures to ensure safe practice.
- Communicate regarding equipment and activities with permanent and freelance staff.
- Oversee daily reports and continually assess.
- Maintain standards and develop all staff.
- Report all issues to the Managing Director and maintain the course requirements.
- Maintain high standards in equipment care and provision.
- Coordinate with Managing Director to organise the programme on a daily basis.
- Observe quality control with all staff.
- Operate within experience and qualification remit.
- Maintain and care for equipment daily.
- Maintain your currency with industry qualifications.
- Undertake training to increase your professional position.
- Continue to develop your skills with governing bodies and other recognised organisations.
- Develop a deep and concise understanding of the outdoor industry and the requirements placed up the organisation.
- To be responsible for the up to date and accurate maintenance of manual and computerised records and information systems. In particular:
 - Be competent using a mobile phone
 - Be competent using email and WhatsApp in communication
 - Be competent at completing Pupil permissions, and reports, including time critical daily attendance reporting.

- Liaising with clients /schools to ensure statutory obligations are fulfilled.
- Assisting the Managing Director to plan, develop and ensure the efficient running of all operations.
- To comply with all statutory and Outdoor-Ambition Limited policies including but not limited to safeguarding and child protection, including Keeping Children Safe in Education, health & safety, internet and online-safety, data protection and GDPR, confidentiality.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- To ensure the centres are maintained for use at all times. Due to the nature of our small business this will include some general cleaning and catering duties.
- Any other duties of a similar nature related to the post which may be required from time to time requested by the Managing Director.
- A full Driving Licence
- Knowledge and experience of working outdoors and adventurous activities
- Ideally, you will have experience in supporting young people with emotional, social, and behavioural needs. Experience in SEN, as a Youth Leader or pastoral support, would be preferable
- Experience in understanding and following guidance on policies and procedures to operate safely
- Understanding of confidentiality and willing to gain knowledge of Data Protection and information security requirements
- Communication and interpersonal skills, able to relate well to young people and adults
- An effective team player who is also able to prioritise their own work and use initiative
- Good organisation and planning skills, resilient under pressure and able to meet deadlines

Future Prospects

- Individual career development opportunities are available in outdoor education through governing boards. These are agreed with each member of staff, e.g. climbing, paddling qualifications, etc

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT SAFE RECRUITMENT CHECKS, AS DIRECTED BY THE DEPARTMENT FOR EDUCATIONS KEEPING CHILDREN SAFE IN EDUCATION INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED.

*FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS
REQUIRED FROM TIME TO TIME.*

Date : August 2026

Name of Postholder: _____

Signature: _____

Date: _____

Activities Coordinator

QUALITIES FOR THIS ROLE (OR BE WORKING TOWARDS)	
Qualifications & Education	Have or be working towards 2 or more National Governing Board Qualifications in outdoor activities. Examples: Paddlesports, Rock-climbing, Hill Walking, Mountain Biking, Kayaking and Canoeing, Ghyll Scrambling etc...
	OR
	Have or be willing to work towards a Teaching Assistant or Youth Worker Qualification
	Maths & English GCSE (Grade 4 / C) or equivalent
	Up to date safeguarding training
	First Aid qualification
Experience & Knowledge	Evidence of continued professional development
	At least 2 years previous Experience in Leading Adventurous Activities OR At least 2 years previous experience working with young or vulnerable people.
	Good understanding and experience of working with clients /students with Behavioural, Social, Emotional, & Mental Health needs
	Experience of giving advice and guidance on policies / procedures
	Knowledge of Data Protection requirements and understanding of confidentiality
	Knowledge and / or experience of First Aid
	Experience of leading outdoor pursuits

Skills	Ability to relate well to young people and adults
	Ability to work successfully as part of a team and prioritise own work with minimum supervision and using own initiative
	Ability to communicate both orally and in writing to a wide range of audiences
	Ability to work flexibly under pressure and to tight deadlines
	IT Literate, capable of using mobile phone, email and Microsoft Word, Forms, WhatsApp etc
Personal Attributes	Participate in development and training opportunities
	Ability to abide by Outdoor Ambition Limited policies and procedures
Special Requirements	Ability to form and maintain appropriate relationships and personal boundaries with children
	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references