



Adventure Aberdeen Manager

Recruitment Pack

Excellent salary and benefits package



Charity no SC040973



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OUR MISSION IS TO
BECOME THE
LEADING INNOVATIVE
SPORT AND LEISURE
TRUST STRIVING FOR
EXCELLENCE IN THE
NORTH-EAST OF
SCOTLAND

WELCOME

Firstly, thank you for your interest in this post. I hope you find the contents of this pack informative and that you will be motivated to apply.

Sport Aberdeen is a multi award winning charitable community leisure trust situated in the north-east of Scotland. Established in 2010, we are proud to manage and deliver physical activity, health and sport services on behalf of Aberdeen City Council and a number of other partners.

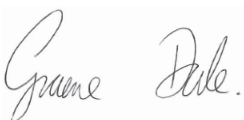
As the third biggest city in Scotland, we operate a large and diverse portfolio of facilities and services. We've come a long way in recent years and we've got big ideas to make these even better!

As Adventure Aberdeen Manager, you will be responsible for leading and developing our Adventure Aberdeen Service based out of Kingswells in Aberdeen and our residential centre, Adventure Speyside. As well as ensuring we continue to deliver high quality outdoor adventurous activities, you will lead on expanding Adventure Aberdeen's offer to new markets and groups.

An extensive background in the outdoor adventurous activity industry is essential, You must be a good leader who can motivate, mentor and develop your team. Being passionate about outdoor adventurous activities and customer service is also a must.

We'd love to hear from people that have the skills to develop a sustainable and inclusive service that can bring the benefits of the outdoors to the communities that we serve. We need someone who is the right cultural fit for the company and wants to be part of a wider, collective team dedicated to delivering high quality services. .

This pack will provide you with more detail on Sport Aberdeen, the role and the qualities of our ideal candidate. If it sounds like the opportunity that you have been looking for, then we'd love to hear from you.



Graeme Dale
Director of Sport & Active Communities

ABOUT US

Sport Aberdeen is an award-winning registered charity committed to creating opportunities, inspiring people and changing lives through sport and physical activity. Established in 2010, we manage sport and physical activity services on behalf of Aberdeen City Council.

With over 500 employees, 28 venues and welcoming over two million visitors every year, Sport Aberdeen is the largest sport and leisure provider in the north-east of Scotland.

In addition to our venues, we also run an extensive coached activities programme delivering more than 1,000 classes a week to 8,000 participants and a range of innovative health and wellbeing programmes.

What makes Sport Aberdeen different from many other sports and leisure providers is the fact that every penny we earn is reinvested back into the venues we operate, the programmes we deliver and the communities we serve.



STRUCTURE

The company and senior leadership team is structured into five key divisions outlined below:

COMMUNITY
LEISURE
OPERATIONS

DIGITAL AND
TECHNOLOGY

SPORT AND
ACTIVE
COMMUNITIES

HR &
ORGANISATIONAL
DEVELOPMENT

MARKETING,
COMMUNICATIONS
AND COMMERCIAL
DEVELOPMENT

PRINCIPAL FACILITIES

7 ‘Get active’ Gyms

Aberdeen Tennis Centre

Linx Ice Arena

6 Swimming Pools

4 18-hole Golf Courses

Aberdeen Snowsports Centre

Adventure Aberdeen Kingswells

Adventure Speyside

Adventure Aberdeen has held an adventure activities license since 1997 and prides itself on putting safety at the core of its operation, with qualified, specialist instructors leading all activities.



Thanks to our fleet of 17 and 9 seat minibuses, our activities benefit from superb outdoor locations around the north east of Scotland.



From our venue in Kingswells, Adventure Aberdeen facilitates a range of mostly off-site adventurous activities to school groups, corporate organisations, private groups and third sector organisations.



Our extensive activity programme includes;-

- Gorge Walking
- Coasteering
- Rock Climbing
- Scrambling
- Mountain Biking
- Kayaking
- Canoeing
- Learn to Bike
- Bikeability
- Mobile Climbing Wall
- And more.....

Adventure Aberdeen

Adventure Speyside

Adventure Speyside is our residential base located in the village of Cromdale, in the beautiful Speyside area of Scotland. It is just a 5 minute drive from Grantown-on-Spey and 25 minutes from Aviemore.



Sleeping up to 42 people, the centre boasts six dormitories with bunk beds and two rooms with single beds plus ensuite. There is also a fully equipped kitchen, deck area and BBQ as well as drying room and male and female shower blocks.

Predominantly used for residential school trips for many years. Young people are supported to grow and succeed in a friendly environment, undertaking group activities focusing on teamwork and challenges.



From school children to adults, a trip to Adventure Speyside helps increase confidence, build character, as well as nurture an appetite for learning and acquire new skills.

ROLE PROFILE

Location	Adventure Aberdeen - Kingswells
Post title	Adventure Aberdeen Manager
Responsible to	Director of Sport and Active Communities
Responsible for	Any immediate reports

Job Purpose

- To manage and develop the Adventure Aberdeen section, maximising the opportunities for participation in safe and sustainable outdoor adventurous activities.
- To have overall lead responsibility for the safe and effective operation of the Adventure Aberdeen service, including all matters of statutory compliance.

Management Responsibilities

- Ensure the effective management and utilisation of the financial resources allocated to the service, in line with the company's financial regulations and any partner agencies accounting processes. Ensure that budgets are adhered to and that best value is achieved through suitable financial monitoring procedures.
- Provide clear direction and support to employees within the Adventure Aberdeen section so they are fully equipped to deliver a quality service promoting a culture of continuous organisational improvement and strong internal and external customer focus.
- Effectively recruit, deploy and manage all staff engaged to work within the Adventure Aberdeen section and provide appropriate training and personal development opportunities that will ensure that they are able to meet any changing needs of the service area.
- Prepare reports and documents on service performance, future planning and development as well as contribution to policy development and service improvements, presenting these to the department head and committees of the board as required.
- Be an active participant and member of intersectional and cross-departmental working groups.
- Maintain effective channels of communication and teamwork within the Adventure Aberdeen section and across the wider company.

Role Specific Responsibilities

- Management of the Adventure Aberdeen section to maximise the opportunities for participation and income generation.
- Development of activities and programmes for new target markets to diversify the Adventure Aberdeen section's customer base.
- Management and development of induction, training and development for staff across all levels of the Adventure Aberdeen section.
- Management and development of the pool of available instructors to increase the capacity to deliver Adventure Aberdeen activities and programmes.

ROLE PROFILE

Role Specific Responsibilities *continued*

- Ensure the highest standard of HS&E management is always maintained across facilities and in programme delivery.
- Ensure Adventure Aberdeen meets all requirements of the Adventure Activities Licencing Regulations and lead on the license renewal process.
- Act as the in-house safety expert for licensable adventurous activities, where qualifications and experience allow, and ensure appropriately qualified technical advisors are in place to ensure the safe delivery of activities.
- Ensure Adventure Aberdeen has in place best practise and commercially astute arrangements for repairs, service and maintenance of buildings, equipment and vehicles etc.
- Management and development of positive relationships with relevant national governing bodies, key partners, outdoor adventure / education industry groups, and other organisations.
- Be aware and familiar with industry trends and best practise and incorporate them into relevant business / operational plans.
- Development, monitoring and reporting of Key Performance Indicators within the Adventure Aberdeen section to meet agreed outcomes, objectives and targets.
- Identify and support applications for external funding to maintain and further develop the work of the Adventure Aberdeen section.

Generic

- Employees are responsible for the implementation of the health and safety policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements to ensure these are implemented and developed as necessary.
- Be aware of and committed to the equal opportunity principles and practices of the company.
- To be aware of the company's Data Protection Policy and ensure that its requirements are fully met at all times in their own work and the work of their teams, reporting any or suspected data breaches immediately to the Data Protection Officer.
- This job profile cannot cover everything that may arise within the scope of the post. The postholder will be expected to carry out other duties from time to time, as set by the director, which are broadly consistent with the duties as detailed above and to help ensure the highest standards are maintained in every area of the business.
- The duties of the post can be varied provided they remain commensurate with the level of responsibility.

ROLE PROFILE

Methods of Working Expectations

- Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective teamwork with partners, stakeholders and colleagues.
- Exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with Sport Aberdeen's performance management framework.
- Undertake appropriate training associated with the duties of the post.

PERSON SPECIFICATION

Experience	Essential	Desirable	Assessment
Management role within the outdoor adventurous activity sector	X		A, I
Management of staff, including recruitment, supervision, workload planning and performance management	X		A, I
Management of the planning, development and delivery of outdoor adventurous activities and programmes for a range of customer groups	X		A, I
Extensive outdoor adventurous activity instructional experience at a senior level including training and mentoring others	X		A, I
Evidence of strong leadership skills with the ability to motivate and inspire	X		A, I
Developing and maintaining strong, positive relationships with partners and key stakeholders	X		A, I
Management of HS&E within an outdoor adventurous activity service and complying with Adventure Activities Licensing Regulations	X		A, I
Financial management including budget preparation, monitoring and reporting against targets		X	A, I
Knowledge			
In depth knowledge of the outdoor adventurous activity sector	X		A, I
Clear understanding of the benefits that outdoor adventurous activity can bring to all	X		A, I
Adventure Activity Licensing Regulations and best practise HS&E management for outdoor adventurous activities	X		A, I
HR procedures and policies and their implementation		X	A, I
Skills and Abilities			
Excellent leadership and advocacy	X		I, R
People development including mentoring and inspiring with high level motivation	X		I, R
ICT including Microsoft 365 and its associate applications	X		A, I
To work cohesively as part of a team	X		I, R
Self-motivated, able to set and prioritise objectives to enable working in a planned and methodical manner	X		I
Ability to develop and successfully implement new outdoor adventurous activities and programmes	X		A, I
Excellent communication and presentation capability (verbal, non-verbal and listening)	X		A, I

Attributes	Essential	Desirable	Assessment
Confident and able to deal with and present to a range of audiences	X		I
Adaptability	X		I
Innovative	X		I
Effective at influencing, persuading and negotiating	X		I
Positive (can do) attitude	X		I
Value and promote equality and diversity	X		I
Personal resilience and able to cope and work under pressure		X	I
Qualifications and Training			
College/university qualification in a subject relevant to the post and / or relevant work experience	X		A
Qualifications in outdoor adventurous activities at a level to act as an in-house expert for licensable activities	X		A
Post-degree qualification in a subject relevant to the post e.g. management studies, other CPD training		X	A
Ongoing CPD		X	A, I
Willingness to undertake training/accreditation required for job role	X		I
Full driving licence (with D1) and regular access to a car for travelling between the company's locations on a regular basis	X		A
Driving with trailer qualification or willingness to obtain qualification		X	A
Other			
The job may involve some evening and occasional weekend working	X		i

HOW TO APPLY

To apply, visit sportaberdeen.co.uk/work-with-us/current-vacancies

The closing date for applications for this post is **12pm Monday 8th April 2024**.

Interviews will be held on **Thursday 25th April 2024**.

SALARY

£45,810 per annum

Sport Aberdeen offers a range of other employee benefits. Full details of these will be provided at interview.

CHECKS

Before any firm offer of employment can be made, references will be checked and evidence of qualifications will be required.

In addition, we are legally required to ensure that you are eligible to work in this country and you will be asked to provide appropriate evidence.



YOUR *Brand* of Choice

By providing value-for-money sport and physical activity opportunities that are accessible for all, providing high quality customer services.

YOUR Provider of Choice

By providing a flexible business model with the capacity for growth and diversification.

YOUR Employer of Choice

By providing an environment that successfully attracts, develops and retains talent.

YOUR Partner of Choice

By being trusted and highly regarded, with a reputation for delivering innovative, creative and joined-up solutions.



www.sportaberdeen.co.uk

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