

YMCA Lakeside is a very busy and highly respected Outdoor Education and “Learning Outside the Classroom” Residential Centre based on the edge of Windermere. We are known for delivering inspirational, exciting, and challenging outdoor adventures with a focus on personal and social development.

We are looking for a hardworking, professional and self-driven individual to join our busy Programme Administration team.

Key Duties and Responsibilities include:

1. Plan, design, schedule, and resource guest programmes, through client liaison
2. Create staff schedules, source additional staff and equipment to fulfil guest programme needs
3. Accurately update and maintain programme department records and information systems
4. Assist Programme & Safety manager with additional administrative tasks
5. Act as a member of the duty rota team, including occasional weekends, to coordinate daily operations and emergency response

Other Tasks

1. To undertake any other related tasks, which may be reasonably expected of the position including:
 - a. Attending staff meetings to discuss activity plans and duties for the day
 - b. Ensure all children are registered including care needs are recorded and monitored & delivered appropriately
 - c. Carrying out first aid and completing accident forms as necessary
 - d. Assisting other departments as per operational needs

About You:

1. Significant knowledge or experience of outdoor education
2. Positive and flexible outlook
3. Self-motivated
4. Capable of using initiative and able to work independently
5. Ability to be calm and flexible in high pressure situations
6. Able to collaborate with colleagues across multiple departments
7. Enthusiasm to be an active member of the staff team

8. Ability to build good working relationships with all staff and clients across multiple departments

Special Requirements and Environmental Factors

1. To have a flexible approach and be willing to carry out further functions and roles as required by the management team
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To work within the ethos of the Fylde Coast YMCA

This role will be allocated on successful completion of application pack and interview process, so don't delay; get your application in today!

To Apply: Complete the application pack and equal opportunities form.

Registered Charity No. 1074571

YMCA National Centre, Lakeside is part of the YMCA Fylde Coast Group