

About Wiston Lodge

Wiston Lodge is committed to providing a physical, mental, and spiritual challenge in a safe residential environment to all users, but especially to young people at risk to enable them to develop respect for themselves, for others and the natural world; and to encourage lifestyles, which are simple, nonviolent, and free from destructive dependencies.

It is essential if we are to achieve our aims stated above and for the smooth running of Wiston Lodge, that each of us play our role, being prepared to take the initiative. As staff, we are part of a welcoming group for those who come to stay and to visit. We try to provide meals that are wholesome, to use environmentally friendly fair-trade provisions and materials and, as part of our environmental awareness, to not waste resources.

Job Profile – Chief Executive

The Chief Executive (CE) is accountable to the Board of Directors under the supervision and support of the Chairperson or designated director.

The CE has overall management responsibility for the services operated by Wiston Lodge and is responsible for managing all staff, their training and personal developmental needs.

This is a full-time post working 35 hours per week. The post holder must be able to work flexibly within the hours and be prepared to undertake some evening and weekend work when required.

Specific Tasks of the CE will include:

- To undertake the general day to day running of Wiston Lodge
- To identify and develop service delivery to meet the needs of our client groups
- To identify future funding to enable sustainability and development of services to occur
- To support and supervise all staff including reviews on a quarterly basis, formally recorded through minutes and work plans
- To liaise with voluntary and statutory agencies and the local community to actively promote the work of the Lodge
- To keep abreast of changes in legislation in relation to PVG, data protection, food hygiene and H&S and apply these changes
- To undertake Quality Assurance Monitoring
- To ensure confidentiality is always maintained
- To prepare written reports for the Management Board on a regular basis or as required
- To assist, research, and prepare funding applications to external funders in conjunction with the funding officer
- To complete and assist with monitoring and evaluations as required by funding bodies
- To monitor budgets and expenditure
- To network with other groups and agencies including national organisations
- To supervise and support staff in preparation of publicity and promotional material for the Lodge
- To ensure that an audit trail for all correspondence is kept securely
- To undertake any risk assessments when needed with staff and in consultation with H&S consultant
- To attend training locally and nationally relevant to the post
- To undertake any other duties as requested by the Management Board
- To undertake any other duties commensurate with the role

Person Specification

Personal Features/Qualities	Essential	Desirable
Ability to communicate well with a wide range of partners and agencies	✓	
Strong ability to work on own initiative and without much supervision	✓	
Possess an Anti-Discriminative Approach when working with clients/agencies/funders	✓	
Interested in the welfare of vulnerable groups in society		✓
Ability to work to high standards	✓	
Vision, energy and initiative to develop the organisation	✓	
Adaptability and ability to work under pressure	✓	
Ability to motivate a small team of staff	✓	
Ability to work flexibly	✓	
Ability to monitor and manage budgets	✓	
Ability to prioritise work load and manage diary effectively	✓	
Relevant Experience		
Relevant experience within the outdoor education sector		✓
Experience in working in Community Education, Teaching or Relevant Field - e.g., dealing with young people/young adults with Additional Support Needs/Behavioral issues/Disabilities		✓
Experience of working within a residential setting and managing accommodation facilities		✓
A working understanding of the Curriculum for Excellence and how this applies to outdoor education		✓
Experience of managing people	✓	
Experience of preparing funding applications		✓
Qualifications		
Degree or equivalent in a relevant discipline		✓
Skills, Ability and Knowledge		
Excellent time management and organisational skills	✓	

Excellent communicator both written and oral	✓	
Well-developed interpersonal and presentational skills	✓	
Financial Management Experience		✓
Report writing experience	✓	
Must be computer literate, preferable ECDL qualification or equivalent	✓	
Knowledge of the Outdoor education Sector, using outdoor experiences to further personal development	✓	
Knowledge of the Curriculum for Excellence		✓
Knowledge of the natural environment and the importance of education linking young people to the natural world	✓	
Knowledge of complex issues affecting young people, young adults, and families		✓
Must hold a driving license and have appropriate vehicle to undertake work	✓	