

Fettes College

Outdoor Pursuits and Service Co-ordinator



A permanent opportunity has arisen for an enthusiastic individual to join Fettes College as Outdoor Pursuits and Service Coordinator. The purpose of this role is to support a comprehensive Outdoor Pursuits syllabus for all students. Manage several volunteering options with local charities and external agencies. Motivate Cadets and CFAVs within the Fettes College CCF Contingent to enable Cadets to achieve the stated aims of the Combined Cadet Force.

Outdoor Pursuits

A varied outdoor enthusiast who has a strong understanding of the social, physical and mental benefits of experiences outside of the classroom setting.

A dynamic thinker who can assess risk quickly and evolve training accordingly.

Organised and thorough, ensuring the relevant paperwork and planning happens ahead of time to facilitate a smooth departure and return from expeditions.

Equipment management - we are fortunate to hold a large store of equipment that needs to be maintained and utilised to support training.

Co-ordinating and planning creative weekend activities that offer experiences and development opportunities to all year groups.

Service

Supporting the Service and volunteering programme for all year groups. This would include managing logistics for the 2 Service Field Days per year and 1 day/week of CCF activities.

Building and maintaining links with external agencies and charities that allow students to complete service opportunities within the local area.

Recording student attendance and completing assessor reports in support of the Duke of Edinburgh award scheme.

CCF Involvement

There is an expectation that the selected individual would join the Fettes College CCF Contingent as a Cadet Force Adult Volunteer, School Staff Instructor and fill the role of 'Head of Army Section'.

A role model to all students with a strong understanding of our training objectives: teamwork, leadership, resilience and communication.

Organised and diligent. A comprehensive understanding of CCF activities, security procedures and Cadet administration through Westminster.

A competent instructor who can deliver various lessons from the CCF training syllabus but also adapt lessons and empower senior students to deliver training and evaluate their development.

An ability to remain flexible and an understanding that the co-curricular programme compliments the academic syllabus and should be planned accordingly.

Build relationships with military units to enhance CCF training.

Key Responsibilities

The Outdoor Pursuits Co-ordinator is a vital position overseeing all outdoor pursuit activities run by the school. This includes:

Duke of Edinburgh Expeditions

- Being conversant with the D of E scheme, specifically the expedition element.
- Route planning and booking of venues for D of E expeditions.
- Organising the logistics for expeditions.
- Recce of expedition areas used, as required.
- Arrange and coordinate training for School Staff to qualify as leaders, supervisors and/or assessors.

Equipment and transport

- Outdoor Pursuits equipment procurement.
- Equipment accounting.
- Repair and replacement.
- Booking all Transport required for Outdoor Education activities.

Outdoor Education

- Health and safety/risk assessments.
- Liaising with any external agencies required to keep equipment, staff training and qualifications validated (Climbing Wall and Low Ropes Course).
- To plan and lead Outdoor Pursuits trips during term time weekends and school holiday periods.
- The Outdoor Pursuits Coordinator will be expected to take a full part in School Life, this will include but may not be limited to:
 - Attend Staff Meetings and other school events as required.

- Undertake other duties as reasonably requested by the Head/Line Manager. (Senior Deputy Head)
- Flexibility in weekday working hours will be based around weekend training requirements. This will be authorised by the CCF Contingent Commander and Senior Deputy Head.

This job description is not definitive and may be adapted dependent upon the skills and interests of the successful applicant.

Safety

- To be conversant with all Safety Regulations as laid down in CCF Documentation and by MOD Health and Safety Authorities to ensure that the correct standards are maintained in all aspects of training. To be conversant with all Fettes College specific Safety Regulations, assist and advise with the writing of risk assessments for all training activities.
- The activities will be specified following a 'Letter of Delegation' from the Contingent Commander.
- Maintain current first aid qualification and other professional qualifications pertaining to the role.

Administration

- To provide administration, logistical and training support to the Contingent.
- To support the Biennial Inspection, in conjunction with the Contingent Commander, and Remembrance parades(s) in conjunction with the Senior Deputy Head.
- To input CFAV, cadet and other contingent information into Westminster, including weekly parade night attendance and a log of all CCF training events in the Westminster event diary. Book all courses and ensure Fettes College CCF meets MoD Governance Report requirements.
- To undertake visits and journeys deemed appropriate by the Contingent Commander on contingent business (e.g. reconnaissance of proposed training areas).
- To represent Fettes College at CCF conferences and meetings as necessary.
- To update standing orders, regulations and training manuals etc.
- To be responsible for preparing and manning all CCF demonstrations e.g.: School Open Days and external events.
- To assist with other duties associated with the Contingent as deemed appropriate by the Contingent Commander.

Equipment and Stores

- To support the administration of the CCF Army section; CCF clothing, equipment and stores.
- To ensure that all requested equipment is available for Friday afternoon CCF training, field days, overnight exercises, courses and camps.
- To record and control all clothing and equipment issues to cadets and staff, including billing for lost/damaged equipment as necessary.
- To maintain all equipment to a high standard of cleanliness and functionality.
- To provide safety protocols and advice to users for all equipment issued from CCF stores as necessary.
- To be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- To purchase and maintain items required for training.

Training

- To assist in the planning, administration and delivery of an effective training experience.
- To plan, organise and de-conflict the weekly training programme in conjunction with the Contingent Commander, liaising with and booking external personnel/agencies, as appropriate.
- Mandatory attendance at all CCF events including Summer Camp and Field Days.
- To assist the Contingent Commander in completing all associated administration/returns and training programmes. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
- To instruct and advise all cadets and CFAVs on military matters, including range work, drill and ceremonial events.

To teach and test cadets and staff on skill at arms. To organise and record annual mandatory safety tests, logging them on Westminster.

Fettes prides itself on its sense of community; people often refer to “the Fettes family”. There is a very welcoming and friendly environment in the school. Relationships between staff and students are cordial but respectful. In the last Care Inspectorate report, there was specific mention of the “culture of kindness” that exists in the school. Students are enthusiastic and throw themselves wholeheartedly into all aspects of school life. They are very proud of their school and demonstrate keen loyalty to it. It is important that the Outdoor Pursuits and

Service Coordinator also has similar personal qualities and is prepared to reflect the core values of the school.

Person Specification

Knowledge and Experience

Essential

CCF:

- Relevant Cadet training qualifications that support the delivery of the cadet training syllabi.

Experience in:

- Mountaineering
- Rock Climbing
- Watersports
- Mountain Biking
- Working with cadets or in the cadet environment.

Desirable

CCF:

- Experience as a SNCO, WO or Officer in the Regular, Reserve or Cadet Forces
- Good practical knowledge of cadet activities (field craft, map reading, adventurous training, skill at arms, first aid, drill)
- Understanding and experience of managing Health and Safety
- Hold or prepared to gain cadet instructor qualifications
- Hold or obtain Government Security Clearance
- Cadet Skill at Arms Instructor
- Cadet Range Management Qualifications
- Cadet Exercise Conducting Officer Qualifications
- First Aid Instructor
- Understanding of ACSMS

- Knowledge of military stores accounting

Outdoor Education:

- Other Outdoor Education NGB qualifications
- Understanding of MOD policies and procedures.

Skills and Attributes

- Competent in the use of Westminster and other cadet MIS
- Excellent classroom management skills
- Excellent organisational skills
- Excellent record keeping
- Professional manner
- Desire for continual development and improvement
- Ability to inspire, motivate and challenge students
- Collaborative and team-working approach
- Shared responsibility approach
- Positive “can do” attitude
- A desire to develop and help others
- Personable and approachable
- A willingness to enter into the spirit of the school, and contribute to the wider life and work of the school
- Commitment to safeguarding



Benefits

The school timetable runs between 0800 and 1830, Monday to Friday, and 0800 and 1600 on a Saturday, inclusive of morning and lunch breaks. A vital part of the Outdoor Pursuits syllabus is weekend work which normally takes place on a Sunday 0900 - 1500, unless departing on a Saturday afternoon for a longer excursion and time off in lieu will be given. Tuesday and Thursday afternoons are sports afternoons when Outdoor Pursuits take place. In addition, attendance is required at DofE Trips and Third Form Field Week which can be up to one week away from Edinburgh. Some trips, CCF Camp, Bisley, CCF Courses, etc take place during the school holiday periods.

Annual Salary: The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate. Cadet Force Adult Volunteers are also entitled to a Voluntary Allowance (VA) from the MOD in support of Cadet Activity.

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

Application Process

The closing date for applications for this role is **Thursday, 31st October 2024**. Interviews will be held in the w/c 4th November 2024.

To apply please go to our website and follow the link for this vacancy:

www.fettes.com

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Senior Deputy Head, Mr James Weatherby is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with James.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com.

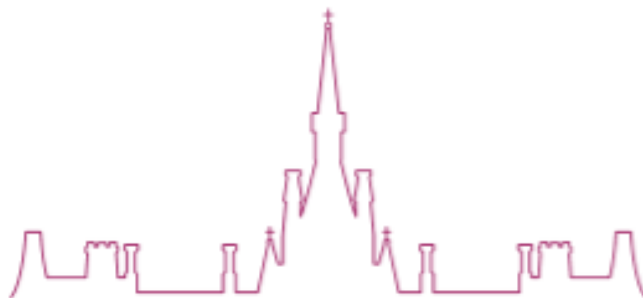


About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one

of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

