

**Wyre Forest**

**We prepare young people with skills for life**

Campsite Manager – 24 month contract, 35 hours per week (annualised)

Wyre Forest Scouts is seeking a dedicated and enthusiastic Campsite Manager to oversee the day-to-day operations of our Rhydd Covert Campsite, ensuring a safe, fun, and engaging experience for Scouts and other visitors

Rhydd Covert is the centre of adventure for Wyre Forest Scouts. Our members, as well as a significant number of members of Scouting and non-Scouts from all over the country, make good use of Rhydd Covert. Consisting of 50 acres of lush woodlands in the heart of Worcestershire countryside, next to the popular West Midlands Safari Park, it has long been a favourite site for generations of campers. It has a range of campsites and buildings across its acres of woodland, and our dedicated team of volunteers have developed the area into the foremost scout campsite in the area.

Besides the wooded areas, adequate spaces have been left for campers and wide games, and a large recreation ground field is ideal for a range of activities. There are Archery, Shooting and Tomahawk Throwing Ranges, as well as numerous other activities such as Caving, dotted all over the site. Rhydd Covert can accommodate Drey, Colony, Pack, Troop or District camps, training and international events and day visits. We offer overnight stays (indoor and outdoor) and activities to Scouts, Guides, and school groups, plus facilities for team building activities for organisations and businesses. The site is currently open all year, although there are limited facilities and activities from November to March.

Here's a summary of the role:

* **Responsibilities:** Manage campsite operations, including maintenance, safety, and organisation, ensuring compliance with relevant policies and procedures.  Working with the District and Trustee Board, develop expansion of site use, by reaching out to schools, community projects and other agencies, to actively increase site revenue.
* **Skills:** Strong organisational skills, ability to work independently and as part of a team, excellent communication skills, and a passion for scouting.
* **Location:** Rhydd Covert Scout Campsite, Bewdley DY12 1DR:
* **Reporting to:**  The Rhydd Governance Team and The Trustee Board, Wyre Forest Scouts
* **Purpose:** To ensure the campsite is well-maintained, safe, and enjoyable for all scouts and leaders.
* The position entails some weekend working in peak camping season, and is subject to DBS checks and training as required by The Scout Association.

**Role Description**, **Primary Responsibilities and other information**

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| **Job title:** | **Campsite Manager** – Fixed Term 24 Months (35 hours pw annualised) |
| **Main purposes of job:** | 1. To manage and support the volunteer team with the day to day running of the centre.
2. Provide on-site support to users.
3. Participate in health and safety and general day to day tasks and undertake key assurances to ensure staff, volunteers and visitors safety.
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| **Key tasks:** | 1. Ensure the site is prepared for visitors including buildings, sites and communal areas by ensuring campsite cleaning and maintenance.
2. Work with all site users and volunteers to support the growth of visitor numbers and ensure all users have a positive experience at Rhydd Covert Scout Campsite.
3. Reception work including checking in customers, maintaining computerised booking systems and shopkeeping.
4. Support the dedicated team of volunteers and the varying demands of the Campsite
5. Any other general tasks involved with the day to day running of the campsite.
6. To work with the District Treasurer Team to administer financial systems including invoicing and payments
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| **Key Responsibilities:** | 1. Oversee the day-to-day operations of the campsite, including cleaning, maintenance, and organisation.
2. Ensure compliance with all relevant safety regulations and policies.
3. Assist with the planning and execution of campsite activities and events.
4. Maintain a clean and tidy campsite environment.
5. Manage campsite bookings and resources.
6. Actively promote and develop campsite usage, to increase revenue and raise awareness of the site’s potential.
7. Act as a point of contact for scouts and leaders regarding campsite matters.
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| **Skills and Qualities:** | 1. Strong organisational skills and attention to detail.
2. Ability to work independently and as part of a team.
3. Excellent communication and interpersonal skills.
4. A passion for scouting and the outdoors.
5. Experience in campsite management or similar roles
6. First aid or relevant safety qualifications
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| **Salary:** | £ 27,300 per annum |
| **To apply:** | Interested individuals should contact Mrs Beverley Drew, Clerk to the Trustees at beverleyjdrew@gmail.com Please include a brief statement outlining your relevant experience and why you are interested in this role, as well as your current CV.  |
| **Closing date:** | Friday 30th May 2025 |
| **Interviews:** | To be held on Friday 6th June 2025(late afternoon / evening) |
| **Start date (to be agreed):** | Monday 7th July 2025 |

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**#skillsforlife**