



HEAD OF ADMINISTRATION – LOCH EIL CENTRE

Salary: £25,790 to £34,541 plus benefits

Hours of work: 37.5 hours per week (part time options (pro rata) & flexible working considered)

Reporting to: Head of Centre

Contract: Permanent

The Outward Bound Trust

We're an educational charity that helps young people defy their limitations, so they become strong, resilient and curious, ready for the challenges of life. Using learning and adventures in the wild, we partner with schools, colleges, employers, and youth groups to teach their young people the most important lesson they could ever learn: to believe in themselves.

Our Loch Eil Centre is based in the Scottish Highlands and is one of six residential centres in the UK. Loch Eil can accommodate up to 120 young people at any one time. The Loch Eil Centre is ideally located to access the wider adventures on offer in the "Outdoor Capital of the UK" and beyond.

Purpose of the Job

The Head of Administration reports to the Head of Centre and is responsible for providing day to day and strategic leadership and management in all aspects of administrative functions, which includes:

- Financial control and procedures (budget of £2.7M)
- HR advice and administrative support in line with The Trust's HR policies and procedures
- Providing executive level support to the Head of Centre
- Being a proactive member of the Senior Leadership Team (SLT)
- Leading, managing, and supervising the Centres administration team.

What will you be doing?

Every day is different in Outward Bound, but supporting the Head of Centre with finance, processes, budgets, payroll, and management accounts is where we start. You will likely enjoy spreadsheets and have solid ICT experience. Digital transformation will excite you. As a charity you will support our sustainability agenda with monthly reporting to SLT on our budgets.

You will support all HR related work at the centre with the responsibility for all the administrative workload that exists with a staff team of over 50 staff. It's all yours, with support from the SLT.

Executive level support keeps our Head of Centre on track. This could include supporting their diary management, agendas for meetings, booking travel and accommodation.

The role sits within the SLT of the centre, alongside the Head of Learning & Adventure, Head of Facilities and Head of Hospitality. This carries its own responsibilities to lead and manage.

Our centre admin team, which you will lead and manage, includes two full time roles focused on our course administration and staff scheduling.

Person Specification

We are looking for someone who has the following:

- extensive administrative experience
- proven experience of financial administration & budget control
- experience and knowledge of HR functions
- ability and experience to effectively lead and manage a small team of administrative professionals, including training and appraisals
- skills and experience to provide executive support with confidentiality and discretion being key
- aptitude for ICT
- ability to problem solve effectively and come up with workable/practical alternatives
- excellent organisational / planning skills, and attention to detail
- proven experience of building and maintaining positive relationships with people within and outside of the organisation
- experience of handling conflicting priorities and a flexible approach
- zest to work in a busy, friendly, and professional environment

Above all, you want to work for a young person charity bringing your experience, knowledge, and skills to the team.

The post holder will also be required to undertake a PVG disclosure check with Disclosure Scotland, which Outward Bound will administer.

Salary and Benefits

Salary: £25,790 to £34,541

Benefits:

- Annual Leave of 24 days increasing by one day each year to a maximum of 30 days, plus bank holidays
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date
- Personal Accident Insurance while at work or commuting
- Employee assistance programme Unum: In the form of an app, with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
- Health Cash Plan with Medicash: a taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount
- Discounted course fees for family members to attend Outward Bound Trust courses (after 12 months service)
- Cycle to Work scheme.



Probation Period

There is a 3-month probationary period from the employee's start date.

How to Apply

To apply for this job please send a covering letter of not more than 2 sides of A4, explaining your fit to the job description and the person specification, together with an up to date CV, by 09.00 on **Monday, 23 October** to: David Exeter, Head of Centre, david.exeter@outwardbound.org.uk

Interviews will be held in person at Loch Eil on Tuesday, 7 November for shortlisted candidates.

If you have any queries regarding the information supplied or the recruitment process please contact, David either by email as above or telephone: 07767 824850.