

# Programme & Training Lead

## About the role

The Operations & Partnerships Team are responsible for ensuring that our internal (Kings Camps) and external (UK and worldwide) programmes and services meet our customer and client promises through effective delivery of our people, programmes and equipment. We have a high level of responsibility and trust for the effective oversight of a large volume of children, seasonal staff, and a national venue portfolio.

We're looking for a Programme & Training Lead who can take specific responsibility for our programme delivery, ensuring 500+ seasonal staff across the UK are trained, equipped and ready to start work with children. The Programme & Training Lead will be a practitioner who contributes to training content, but also responds effectively to questions from different stakeholders, responding to accidents, incidents and complaints, and who will organise and deliver in-person promotional events. This role will need someone who is ready to respond to last minute and unforeseen change and is open to a high level of UK travel.

## Your key responsibilities

### Plan

1. Work with the Operations Manager to agree programme outcome requirements per season and per year
2. Schedule in-person programme delivery including people, programme content and equipment
3. Plan for the delivery of pre-camp training
4. Schedule camp support visits
5. Create training schedules and content for programme personnel

Kings Active Foundation is a UK registered charity  
(1105460 / SCO43119)

 Osborne House, 47 Snaithing Lane, Sheffield, S10 3LF

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## Your key responsibilities continued...

### Prepare

1. Work with the Operations Manager to prepare in-person programme and training content
2. Produce and update resources for Kings Camps Managers and Red Tops
3. Work with warehouse personnel to prepare equipment for programmes and activities if needed
4. Train and organise representatives to deliver initiatives across the UK
5. Share information both internally and externally regarding operational details and practicalities such as facility information, children's needs or any other information pertinent to the running of camp

### Deliver

1. Point of contact and support for newly-appointed Red Tops, providing information and venue-specific guidance
2. Coordinate and deliver in-person and online training for programme personnel, preparing them for their roles and responsibilities
3. Promote and run in-person activities and support to help launch new venues and teams or drive growth in existing venues
4. Support Regional Managers to ensure programme audits are completed and work with Camp Managers to ensure we maintain the service levels we promise
5. Share responsibility for performance management of Red Tops
6. Share responsibility for the response, management and reporting of programme incidents, behaviour concerns, health and safety, and safeguarding

## About you

- A qualification or background relating to teaching or sports coaching
- At least 2 years' activity programme experience, leading and delivering activities to children
- Previous experience of organising or hosting promotional events would be highly advantageous
- Training or experience in safeguarding children in a sports or education setting
- Training and mentoring experience
- Full UK driver's licence (essential)
- Must be able to communicate effectively with a wide variety of people in different roles
- Ability to build effective working relationships quickly
- Effective problem solver
- Excellent all-round IT skills - must be competent in the use of MS Office suite

## About you continued...

- Show a flexible approach to work – prepared to work outside normal office hours including some weekend commitments at scheduled points of delivery and UK travel
- Dependable, friendly and highly personable
- Organised and with an attention to detail and a can-do, proactive and positive attitude
- Supportive of our mission and values

## Our Culture & Benefits

**Our People:** Work in our like-minded, dedicated and passionate team that aligns with our mission and shared purpose - to get children active, having fun and learning together.

**Salary:** From £26,500 per annum, DOE

**Pension:** We offer more than the norm, with an enhanced pension and employer contributions (5%), and we also offer a Group Life Assurance Scheme.

**Holiday:** In addition to statutory holidays, we offer a generous starting holiday allowance of 25 days per annum (FTE) with additional holidays being added after 2 years' service up to a maximum of 30 days per annum (FTE) after 5 years' service

**Work Patterns:** This is a full-time role, typically 37.5 hours per week, within 8am-6pm Mon to Fri but in the modern working world, flexibility is key and embracing peak demand at popular times of the year is required from our team.

**Our Meetings:** We start every week with a Monday Morning Meeting (MMM) for the whole team to connect and we're also deliberate about meeting formally every 3-4 months with a

**Quarterly Brief:** Each of these help with comms and provide every member of our team with development opportunities.

**How we celebrate:** We all gather at a monthly social with our famous Friday Quiz and we also offer nominations and awards for those who exhibit our values each quarter.

**Our offices:** We consider ourselves lucky to be in beautiful offices in a leafy suburb of Sheffield. We have free on-site parking, bike store and good public transport links. We're out of the hustle and bustle of the city centre, but there's plenty of local shops & cafes close by.

**Discounts:** We offer free places on our holiday programmes for your children (5 to 17 year olds), a cycle scheme, travel and social opportunities and a range of discounts and rewards, including charity worker benefits!

**Training:** As well as a bespoke onboarding plan linked to your new role at Kings, you'll receive market-leading Safeguarding training and a free disclosure check as part of our safer recruitment commitments.

## About us

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together.

We're experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes.

We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

## Our Safeguarding Promise

We're committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.