



VENTURE SCOTLAND

#CHANGING YOUNG LIVES

Outdoors

Job Title	PROGRAMME DELIVERY MANAGER
Location	Venture Scotland Glasgow – Suite 4, Abercromby Business Centre, 279 Abercromby Street, Bridgeton, Glasgow, G40 2DD OR Venture Scotland Edinburgh – 4 Norton Park, Edinburgh, EH7 5RS (This role can be based in either of our centres, but will require travel to the other centre, normally 2 days a week (travel will be paid by VS)).
Report To	CEO
Supervise	Outdoor Programme Leaders, Outreach and Support Workers, Volunteers, and work/ university course placements.
Salary	SJC Scale 31-35 (£38,374 - £42,326) + 5% Employer Pension and 5% Employee Contribution
Hours	37 Hours per week
Purpose	<i>To work closely with the CEO</i> to ensure continuity of high-quality delivery of the Glasgow and Edinburgh Programmes across the two cities.
Responsible for	<ul style="list-style-type: none"> • The day-to-day delivery of the Glasgow and Edinburgh Programmes and support the team to deliver outdoor activities and residential. • High-quality, consistent support and leadership for the Programme Delivery Team. • Annually reviewing SOP's with delivery staff and liaising with Technical Advisors. • Organising and running annual staff training. • Ensure delivery equipment, vehicles and spaces are properly maintained and resourced. Maintaining and recording of safety equipment. • Ensure efficient running and creative development of the Venture Scotland Programmes. • Volunteer development and support. • Programme safety and risk management. • Practice development and standards, including providing support and training to staff and volunteers. • Managing performance of all Programme Delivery staff in line with Venture Scotland's Perform document. • Ensure that delivery targets are monitored regularly and met. • In supporting your staff team, the emphasis is on encouraging and developing leadership and responsibility. In other words, allowing each individual to learn the skills they will need to progress in their career with us and beyond.
Regulated Work	This role is considered 'regulated work' as it involves activities with both children and protected adults. Under our safeguarding policy, this role will require a PVG.
Right to work in the UK	If you are applying for this role, you need to prove that you have the right to live and work in the UK. If you do not possess this right, then your application will not be considered.

Main Duties	
Staff	To line-manage all Programme Delivery Team members, including bi-monthly Support and Supervision and day-to-day support in line with Venture Scotland's Perform.
	To address the outdoor activity and developmental training needs of Delivery Team members, including placements.
	Attend regular meetings with the CEO, Programme Delivery Team and All Team.
	Ensure the Programme Delivery Team has access to a consistent programme of high-quality team training and professional development opportunities.
	Ensure regular and consistent Delivery Team meetings are held.
Programme	Ensure Programme Delivery targets are met and regularly reviewed.
	Support, involve and encourage joined-up working with all Venture Scotland teams.
	Responsibility for the Venture Scotland programme performance, including a range of accredited learning opportunities for participants, ensuring a consistently high level of uptake and outcome success.
	Ensure all monitoring and evaluation data is collected and reported on effectively.
	Actively involve young people and participants in the ongoing review and development of Venture Scotland activities and programmes.
	Work closely with the Volunteer Co-ordinator to ensure all programmes are complemented with appropriate Volunteers.
	Discuss, develop and assist in delivering volunteer training and development in conjunction with the Volunteer Co-ordinator.
	Deliver our Core programmes, the Venture On To Recovery programme, and any ad hoc project programmes.
	Work with the Outreach and Support Workers to build and maintain strong networks and partnership relationships at a community level in the sectors that are most likely to further the goals of Venture Scotland.
	Making on-the spot decisions and managing the challenging behaviour of groups and individuals, sometimes in remote environments.
	To lead the Glasgow and Edinburgh Programme Delivery Teams in safeguarding participants.
	Residential overnight work (up to a maximum of 5 nights). This will normally be scheduled in advance and will be compensated for by time off in lieu.
	The job may involve exposure to high places, the elements and bodies of deep water and the management of risk in these environments.
	Continuously monitor, review and improve all aspects of your work to achieve the best possible outcomes for young people, participants, volunteers and staff. Oversee the establishment of a compelling evidence base to prove the impact of Venture Scotland on young people, participants, volunteers, staff, the Board and all external audiences.
	Promoting the benefits of Venture Scotland programmes and activities to participants, volunteers, partner organisations and funders.
Preparing reports and carrying out all relevant administration as required.	
Risk	Ensure the highest possible standards of safety for programme activities. This includes conducting detailed risk assessments and leading on the continuous review and improvement of safety standards.

	Ensure strict adherence to all Venture Scotland Health and Safety procedures.
	Manage and maintain the safety and condition of all programme resources and equipment (minibuses, trailers, canoes, harnesses, life jackets, telecoms, footwear, waterproofs, etc.)
	Participate fully in the review, development and implementation of Venture Scotland's policies relating to Programme Safety and all other programme-related areas, including regularly liaising with Board Members who are responsible for risk management.
	Ensure Venture Scotland works to the benchmarks of the Adventure Activities Licensing Authority (AALA).
	Ensure that the AALA applications, together with supporting documentation and payment, is received by HSE in plenty of time to allow them to come to a licensing decision before the current licences expire.
	Ensure that the Delivery Team complies fully with all Venture Scotland financial procedures.
Volunteers	Lead responsibility for the development and support of Venture Scotland's volunteering network, ensuring that effective volunteer involvement remains central.
General	Actively seek to develop new opportunities for Venture Scotland to partnership with other organisations and promote its products and services when opportunities arise, and be an enthusiastic ambassador for Venture Scotland
	Participate in the management of Venture Scotland's relationships with the Border Bothies Association and the Black Mount Estate.
	This Job Description outlines the primary duties and responsibilities associated with your role. These may be subject to change over time to reflect the evolving funding landscape and the emerging needs of Venture Scotland's beneficiaries. From time to time, you may be expected to undertake tasks outside the immediate scope of your role, where appropriate, to support colleagues and contribute to the overall success of the team. Please note that this does not entail working beyond your area of technical competence.

What you can expect from Venture Scotland
An open, transparent, fair and collaborative work culture.
The chance to work as part of a passionate and committed multi-disciplinary team to achieve a clear, common goal.
Opportunities to input into the strategic direction of the organisation.
Regular workplan meetings to support you to manage your workload and bimonthly support and supervision sessions with your manager.
5 days paid leave for training.
Free access to our independent and confidential Employee Support Service.
Regular in-house training opportunities
Opportunities to be creative and to try new things.
35 days annual leave (this includes public holidays). 10 of these days must be taken over Christmas and New Year when the organisation closes.
A fair and transparent payscale, with annual incremental increases (subject to satisfactory annual review)

PERSON SPECIFICATION – PROGRAMME DELIVERY MANAGER

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Summer Mountain Leader • Rock Climbing Instructor • Paddlesport Leader • 16 hour first aid qualification • A full, valid Category B (car) licence held for at least two years 	<ul style="list-style-type: none"> • Full driving licence with D1+E • Educated to degree level in youth work, community education, social work, psychology (or equivalent) • Training in an advanced NGB award • Canoe Open Water Leader • Canoe White Water Leader • Kayak Coach Award • SUP Open Water Leader • White Water Safety and Rescue Training
Skills and Experience	<ul style="list-style-type: none"> • 5+ years' experience of working with marginalised people who are dealing with various challenges. • Experience in leading and embedding inclusive practices within an organisation, fostering a culture of diversity and belonging - Minimum 2 years supervising staff. • Experience in monitoring and evaluation processes. • Experience in leading quality group sessions in outdoor and residential settings with marginalised people. • Experience in managing risk in an outdoor activity setting. • Experience in managing safeguarding in relation to marginalised people. • Skilled and confident communicator, demonstrating active listening, with a solutions-focused approach. • Excellent organisational skills and the ability to prioritise and meet targets and deadlines. • Ability to produce quality written reports and to review and adapt plans. • Good computer skills, including Microsoft 365 software (Outlook, Word, Excel, Teams, etc.). 	<ul style="list-style-type: none"> • Experience in building successful network partners. • Adept at using social media and other computer-based communication tools. • Experience in delivering gorge walking to groups. • Experience in delivering weaselling to groups. • Experience in delivering coasteering to groups. • Experience in project management.
Character	<ul style="list-style-type: none"> • Demonstrate passion for outdoor personal development of marginalised people. • Enthusiasm, drive and commitment to the delivery of Venture Scotland's vision and mission. • Uphold and role model Venture Scotland's Values of Respect, Trust, Belonging, Empowering, and Compassion. • Lead others through empowerment and an open and supportive work culture. 	

	<ul style="list-style-type: none"> • Ability to build and maintain positive and productive relationships with participants, team member, Trustees, volunteers, partners and networks. • An awareness of issues affecting. marginalised people and a passion for the work of Venture Scotland. • Commitment to working with volunteers. 	
Other	<ul style="list-style-type: none"> • Prepared to work evenings and weekends as required. 	