

COLIN GLEN ORGANISATION



Job Description / Specification

POST: Temporary Summer Scheme Leaders

REPORT TO: Operations Manager

SALARY: Meets NMW

HOURS OF WORK: Monday to Friday, 9am to 4pm (subject to change)

INTRODUCTION

Colin Glen Forest Park is a premier visitor attraction in Belfast, dedicated to protecting and enhancing our natural environment while offering innovative leisure activities. As a charity and social enterprise, we provide employment and training opportunities for over 50 staff members.

Having successfully built and operated a number of innovative attractions including Ireland's first Alpine Coaster; Ireland's longest zip line and the first 5KM Blue Grade Mountain Bike Trail in the Belfast Hills to complement a range of other exciting products such as low and high ropes courses, climbing walls, kayaking, raft building, laser tag and archery. But we will not stop there. We have a vision for future growth and expansion and the postholder must share and contribute to that growth.

LOCATION

The successful candidate should expect to be based at Colin Glen Trust, 163 Stewartstown Road, Belfast, BT17 0HW however you will be expected to work at our sister site, Colin Glen Leisure, 115 Black's Road, Belfast, BT10 0NP and any other locations deemed necessary.

JOB SUMMARY

We are seeking to recruit a number of passionate and dedicated Summer Scheme Leaders to join our team. The ideal candidates will play a crucial role in creating an engaging safe and fun environment for all our participants. They will help care for the children enrolled in our Summer Scheme and safely set up and carry out a variety of activities relating to our summer programme.

You will assist in the supervision of the children participating in the scheme, overseeing the general safety and behaviour. The role will involve an element of manual handling, assembling and dismantling the equipment as required for use in activities.

You will be customer orientated with excellent communication skills, and you will have the ability to use initiative and work unaccompanied.

This is a temporary position for summer cover, the post will commence on Monday 23rd June 2025 and last approximately 7 weeks. The successful candidates will be expected to have availability throughout the required period.

These posts meet the definition of regulated activity and requires an enhanced Access NI disclosure check.

MAIN DUTIES AND RESPONSIBILITIES: -

Reporting to the Operations Manager, the post holder will: -

- Develop and implement engaging programmes and activities tailored to the interests and needs of all participants.

- Create a safe and inclusive environment.
- The successful candidate will interact with the children in their care and carry out planned activities to meet our summer programme of events.
- Communicate effectively with the Operations Manager, Sales and Marketing team, their colleagues and the families using our service.
- Carry out daily risk assessments to ensure a safe, healthy environment for all users
- Maintain accurate records of activities, attendance, and participant progress as required.
- Report back to the Operations Manager as necessary.

ESSENTIAL SKILLS

- Full Enhanced Access NI clearance completed prior to commencing work (**candidate must complete and pay for this themselves**).
- Strong background in working with children or adolescents, demonstrating empathy and understanding of their needs.
- At least 3 years proven experience in youth work or related fields is essential.
- Excellent mentoring skills with the ability to inspire and motivate.
- Strong communication skills, both verbal and written, with the ability to engage effectively.
- Ability to work collaboratively within a team as well as independently when required.
- Full UK Driver's License.

DESIRABLE SKILLS

- Coaching qualification in sport(s), physical education, or arts and crafts.
- Recent experience of teaching or coaching children (paid or voluntary) for a minimum of 3 years OR 2 years experience of teaching or coaching children in a structured environment on a full-time basis.
- Experience or training in special education.

GENERAL INFORMATION

Colin Glen Trust are committed to equality of opportunity in employment and welcome applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether they have dependents. All applications for employment will be considered based on merit.

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EMPLOYMENT