



Activities & Programme Coordinator

Application Information Pack

Welcome

At Scouts NI everyone is welcome. Every week more than 8,600 young people aged 4–25 take part in Scouting across Northern Ireland, supported by over 2,600 adult volunteers. Through our six sections, Squirrels, Beavers, Cubs, Scouts, Explorers and Network, we give young people the skills they need for school, work, challenges and big dreams.

We are strong advocates for diversity, equity and inclusion. We are guided by our values of integrity, respect, care, belief and cooperation. At a time when communities can feel divided, Scouting brings people together. We encourage our young people to do more, learn more and be more. As part of a worldwide movement, we are creating stronger communities and inspiring positive futures.

This role is an opportunity to be part of that journey and help us support even more young people across Northern Ireland.



Stephen Bell

Scouts NI Chief Volunteer



Jonathan Gracey

Scouts NI Chief Executive

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I want a new generation to learn the skills, friendship and belonging I felt when I needed them most. I want to show that the outdoors is a place for all of us to be at our best, that Scouts is truly open to all.



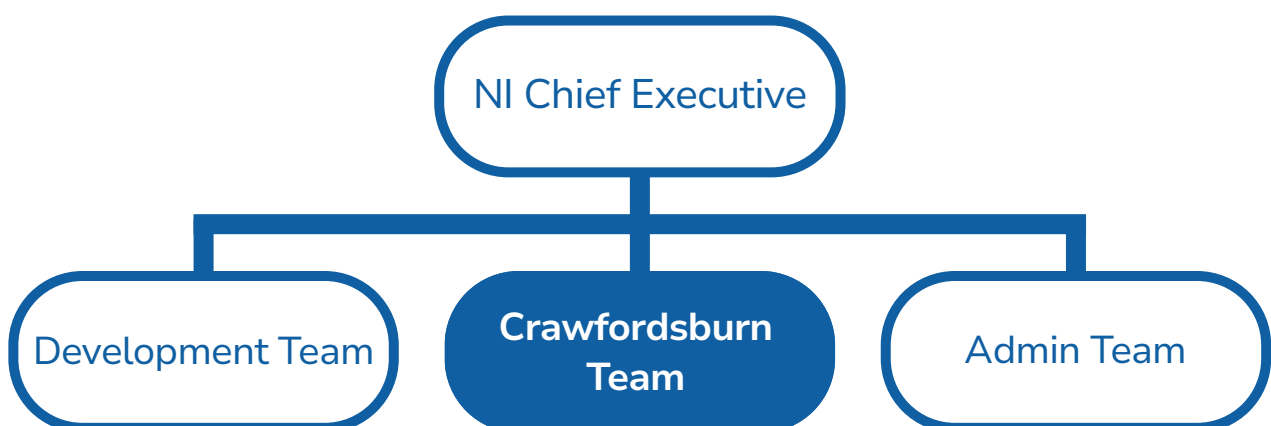
Dwayne Fields
UK Chief Scout

You'll be helping change young people's lives. But what else is there for you?

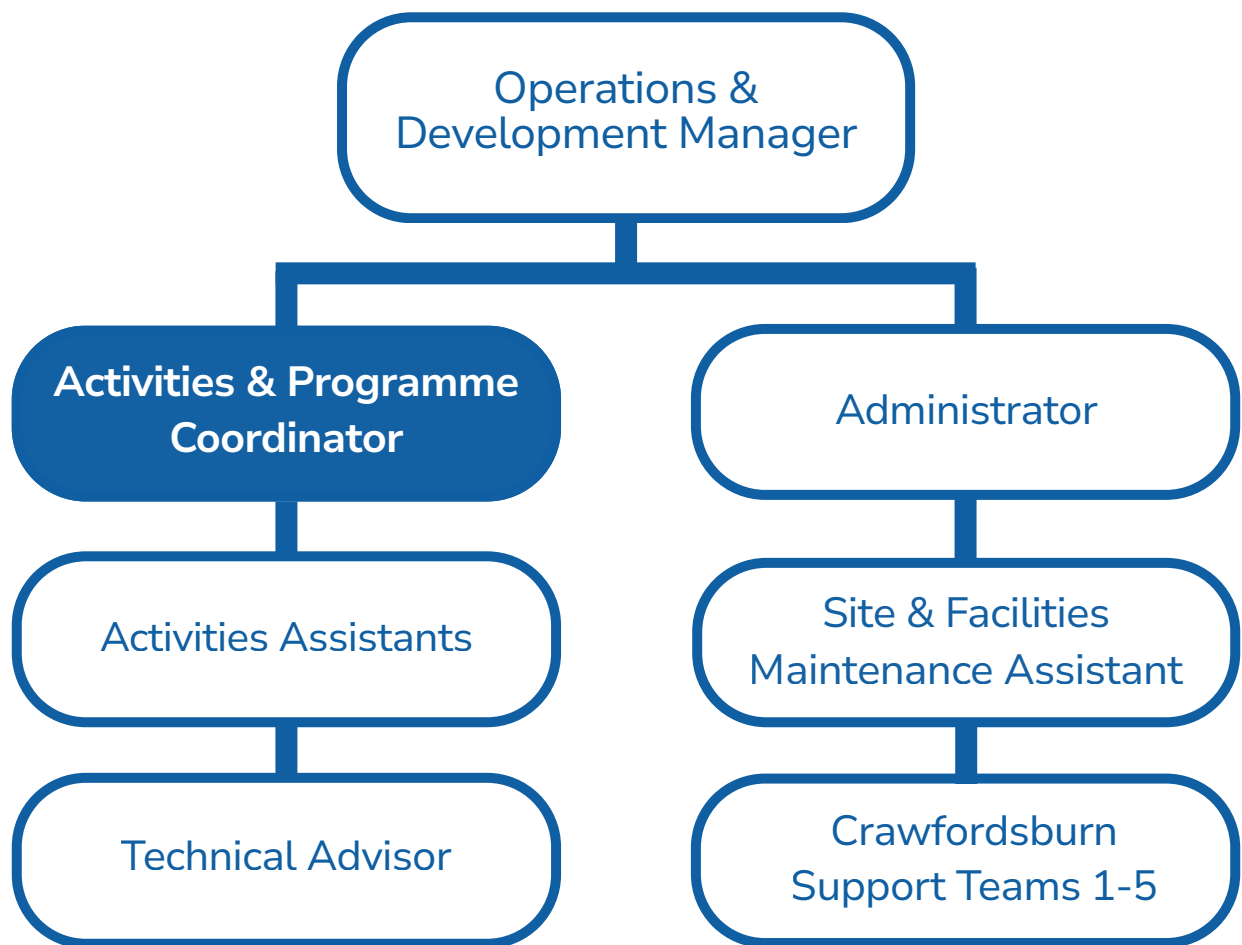
- **Work in a way that suits you**, your role and your department
- Plenty of opportunities for **learning** and **development**
- **34 days holiday** a year (pro rata) including statutory days (or equivalent days in lieu) which must be agreed with your manager in advance
- When you're at the office, you'll be surrounded by **22 acres of beautiful woodland** at Crawfordsburn Activity Centre
- **Free Parking** at Crawfordsburn Activity Centre

How we're structured

- Scouts NI have two key locations, our **NI Headquarters** is based at Ardnavalley Scout Centre and our Scout Centre, **Crawfordsburn Activity Centre**.
- We have three key teams in Scouts NI:



Crawfordsburn Team Structure:



We're the Crawfordsburn Team. We're doing well, but you can help us do better.

Since the pandemic, society has been through so many hurdles and now we are finally getting back to doing things which feel like the 'old normal'. At Crawfordsburn Activity Centre we are changing how we do things to provide a premium service to everyone who uses our facilities.

The Crawfordsburn Team is a growing team and a key part of the work of Scouts NI, as well as working with schools and youth groups to help them achieve their full potential; connecting and engaging with new communities and sharing our key values of cooperation and integration!

If you join us, you have the chance to help make a difference in other people's lives, helping the Team in Crawfordsburn as we grow, develop and provide first class facilities and activities.

Ian Paden

Operations & Development Manager



Job Description

Activities & Programme Coordinator

Responsible to: Operations & Development Manager

Team: Crawfordsburn Team

Base Location: Crawfordsburn Activity Centre

Term: Permanent, full time.

The appointment is subject to completion of a satisfactory probationary period of not less than six months.

Salary: £25,387.00 per annum commensurate with experience.

A mileage allowance will be payable for travel required to carry out the role.

Hours: An average of 35 hours per week, as directed by the Operations and Development Manager, to meet customer and operational requirements, to include evening and regular weekend work. This is not a 9am to 5pm job.

Work may be required on statutory holidays between March and September.

Access NI: Enhanced Disclosure.

Relationships: The Activities and Programme Coordinator will be in contact with the following people in varying degrees:

- The Chief Executive
- Other HQ staff
- Chief Volunteer NI
- Crawfordsburn Support Teams 1 - 5
(Volunteers)
- Users of the Centre, ie. Scout Leaders, other youth leaders etc
- Crawfordsburn Country Park Wardens & Staff
- Visitors to the Centre

Core Purpose

You will be responsible for all aspects of delivering a programme of activities at Crawfordsburn Activity Centre in order to increase and grow its current usage.

The programme of activities is to directly contribute to the development of young people and adult leaders through safe, challenging, and exciting activity experiences. Current activities include archery, abseiling, zip lining, caving simulation, climbing (tower and wall), grass sledging, team building, and others.



Key Tasks

- To be responsible for the day-to-day supervision and management of activities provided for users of the Centre, including management of paid and volunteer staff and liaising with the Operations and Development Manager in respect of the co-ordination and supervision of any on site capital or maintenance work.
- To manage the safe delivery of a range of on-site activities and programme options to customers of Crawfordsburn Activity Centre in accordance with Adventuremark (or similar) accredited processes.
- To encourage the use of the Centre for the enjoyment of users, by maximising available resources and promoting a user-friendly atmosphere, while maintaining a high standard of health and safety, and good order.
- To manage the development and delivery of programme and training support to Scout and non-Scout customers.
- To act as an interface between the Centre and its customers.
- To manage the ongoing development of operating procedures and review of risk assessments.
- To manage implementation and monitoring of other such systems and procedures that will ensure the Centre meets or exceeds the standards required under current Health and Safety legislation.
- To help to foster and maintain a positive image for the Centre and Scouts NI.
- To lead and be an integral member of the team responsible for the provision of services delivered by the Centre.

- To receive enquiries, ensure information flow to prospective users, administer bookings, receive payment and maintain all appropriate records when required.
- To ensure the maximum utilisation of resources provided to meet the requirements of users of the Centre as far as is reasonably possible and to ensure that available equipment is provided at the time and place requested when reasonable prior notice is given.
- To maintain all administrative records involved with the efficient management of the Centre.
- To ensure that all activity equipment is properly maintained and inspected and appropriate checks are carried out before use and recorded.
- To ensure that all staff, both paid and voluntary, are appropriately trained for the roles they carry out in delivery of the programme of activities and to arrange and ensure that adequate numbers of staff are on site in relation to user numbers.
- To promote the operation of the Centre in accordance with the Scouts Policy, Organisation and Rules.
- To promote the Centre including the preparation of information to be published.
- To ensure that appropriate standards of Health and Safety are maintained.
- To create and implement plans and activities to increase the usage and income of the Centre. Meet achievable targets.
- To undertake other duties as may reasonably be required from time to time.

About you

Essential

1. Educated to 3rd level in a relevant discipline (youth work, outdoor pursuits, sports studies, sports development) with at least one year full-time (or equivalent) experience in Youth/Community or Centre based outdoor pursuits work and at least one NGB qualification to coach in a relevant activity (e.g., climbing, archery, canoeing).

OR

1. 4 years' full-time (or equivalent) experience in Youth/Community or Centre based outdoor pursuits work with appropriate recognised training and at least one NGB qualification to coach in a relevant activity; and a minimum of 5 pass grades at GCSE (or equivalent) to include Maths and English.
2. Experience of training and managing staff and/or volunteers.
3. Competent in IT skills including e-mail, word processing, and spreadsheets.
4. Comprehensive knowledge of particular Health and Safety issues relevant to outdoor activities.
5. Effective leadership and team working skills with teams including youth leaders and volunteers to achieve results.

Desirable

1. NGB coaching awards and experience in other relevant activity areas (e.g. climbing, archery, hillwalking, canoeing, other water activities, team building)
2. Experience of managing budgets and reporting.
3. Practical ability and experience in event organisation.
4. Knowledge of, and empathy with, the Aims of the Scout movement.

In the event of a large number of applicants the appointments panel will apply some or all of the desirable criteria at short listing stage.



Get in touch and apply for that dream job today!

[Apply here](#)

The closing date for applications is 12 noon on **31 October 2025**.

First interviews will take place in person at Crawfordsburn Activity Centre on **13 November 2025**.



Crawfordsburn Activity Centre
20a Bridge Road South, Helen's Bay, Co. Down, BT19 1JT