

## Camp Director Job Description

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### The Hive

Founded in May 2014, The Hive is a fast-growing education company focused on Outdoor Learning. We currently focus on three distinct areas: Outdoor Holiday Camps for children, term-time school workshops and Forest School training for adults. The Hive is unique in the UK, bringing together outdoor learning, narrative and technology in a Forest School setting.

Please see our website for more information about our work: <http://www.thehive-kids.com/>

### Job Description and Person Specification

<b>Job Title</b>	Camp Director
<b>Reports to</b>	Operations Manager
<b>Fees</b>	£12.00 per hour for training £825.00 per week for delivery (£165.00 per day)

### The Job

The Camp Director is responsible for leading and supporting the team of Mission Facilitators to deliver a week of dynamic and enjoyable outdoor sessions to children and young people aged 5 – 13 years, in a safe and positive environment.

As the main point of contact on camp for all facilitators, campers, parents, and host venue contacts, this role is paramount to the success of The Hive.

You will have a strong background in the management of an Outdoor Education setting, or equivalent, and the ability to communicate our education offer to parents with authority. You will need to be organised, safety conscious and confident in leading a facilitation team of between 3 - 15 people. You will enjoy communicating with parents and keen to chip in with the mission teams as and when needed.

You will also be responsible for ensuring any additional health or learning needs are met. You will need to have Paediatric First Aid training (at least 16 hours, approved by OFSTED) and an enhanced DBS check prior to the beginning of camp.

Our facilitators are a vital part of our team and most stay with us for many years, becoming a real part of The Hive community. We pride ourselves on nurturing our regular team of facilitators and are passionate about growing their skills through their work with us. Benefits include staff discounts and the opportunity to cross-train in a variety of roles and skill sets.

### Responsibilities

- Oversee all aspects of the camp including: leadership of the facilitation teams and missions, interaction with parents / carers and regular liaison with the host school.
- Communicate effectively with parents / carers at drop-off, pick-ups and at various other points throughout the week ensuring that all family members are reassured and happy.

- Provide assertive and supportive leadership to the facilitation team, ensuring that timings and standards are being met, alongside a motivating and vibrant team spirit.
- Ensure that the pastoral needs of the children are adhered to with active supervision and care throughout the day, including breaks and lunch times.
- Be the main point of contact for day-to-day interaction with the host school, liaising with school keepers, facilities managers and groundskeepers.
- Be the main point of contact for Hive HQ for issues relating to safeguarding, H&S, HR, equipment, administration, technology, etc.
- Conduct regular session observations and provide feedback and evaluation to Hive HQ for further development.
- Ensure the communication and implementation of all Hive Policies & Procedures at camp (beyond the team training day, which is delivered by the central team).
- Take ultimate responsibility for all First Aid at camp, including delivery and ensuring that all processes are followed, reported and followed up.
- Manage daily administration including sign in/out of children, briefings and timetabling as required.

### Personal Specification

- Relevant experience working in an Outdoor Education Centre, or similar.
- Experience of working with children or young people (either in a school or an informal learning setting).
- Strong leadership skills and experience leading a team.
- Resilient, resourceful and able to effectively deal with challenging situations.
- Confident, personable and excellent at communicating with both young people and their parents/ carers
- Highly motivated and able to act as a role model for both staff and children.
- Excellent organisational skills.
- Punctual, reliable and committed.
- An enhanced DBS certificate issued within the past 2 years or registered on the DBS Update Service **or** a willingness to undergo an enhanced DBS check prior to job offer.
- Paediatric First Aid Training within the past 3 years, or willingness to undertake prior to a job offer.
- Knowledge and previous training in safeguarding and child protection.

The Hive is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are determined to ensure that no applicant receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

### Time requirements and working hours

*Before camp:* A minimum of half a day training, to be confirmed after a job offer is made.

*During camp:* A minimum of 2 weeks across the year (a week = 4/5 consecutive days)

*Working hours:* Our camps run Monday - Friday, from 7.30am - 6pm. Your shift will fall within these hours.

### Camp dates (you need to be available for a minimum of 2 weeks)

The Hive operates in 2024 during the following holidays:

**February Half Term**

- Monday 12th - Friday 16th February 2024

**Easter**

- Tuesday 2nd - Friday 5th April 2024
- Monday 8th - Friday 12th April 2024

**Summer Holidays**

- Monday 8th - Friday 12th July 2024
- Monday 15th - Friday 19th July 2024
- Monday 22nd - Friday 26th July 2024
- Monday 29th July - Friday 2nd August 2024
- Monday 5th - Friday 9th August 2024
- Monday 12th - Friday 16th August 2024

**October Half Term**

- Monday 28th October - Friday 1st November 2024

You can find specific dates and themes for our missions on our website.

**Closing Date and Interviews**

We highly recommend submitting your application no later than **Sunday 14th January 2024** to be considered for our 2024 roles. Interviews will be held from **Monday 22nd January - Friday 2nd February 2024 via Zoom** and you can expect to hear from us if you are successful after **Monday 15th January 2024**.

However, we accept applications year round for our freelance roles and may offer interviews on an ad hoc basis, so please do not be discouraged from applying if you miss the 14th January deadline.

**Camp Locations**

The Hive camps and workshops currently run at the following locations. You must be available to travel to at least one of the following camps, please indicate which in your application:

- Eltham College, Blackheath, SE9 4RW
- Merchant Taylors' School, Northwood, HA6 2HT
- St George's College, Weybridge, KT15 2QS
- Sevenoaks Prep School, Sevenoaks, TN15 0JU
- JAGS, Dulwich, SE22 8TE
- Stave Hill Ecological Park, Rotherhithe, SE16 6AX

*Please note, The Hive is unable to cover travel expenses at this time.*

**How to apply**

Please click [here](#) to complete the short online application form.  
For further information, please email [lauren@thehive-kids.com](mailto:lauren@thehive-kids.com)