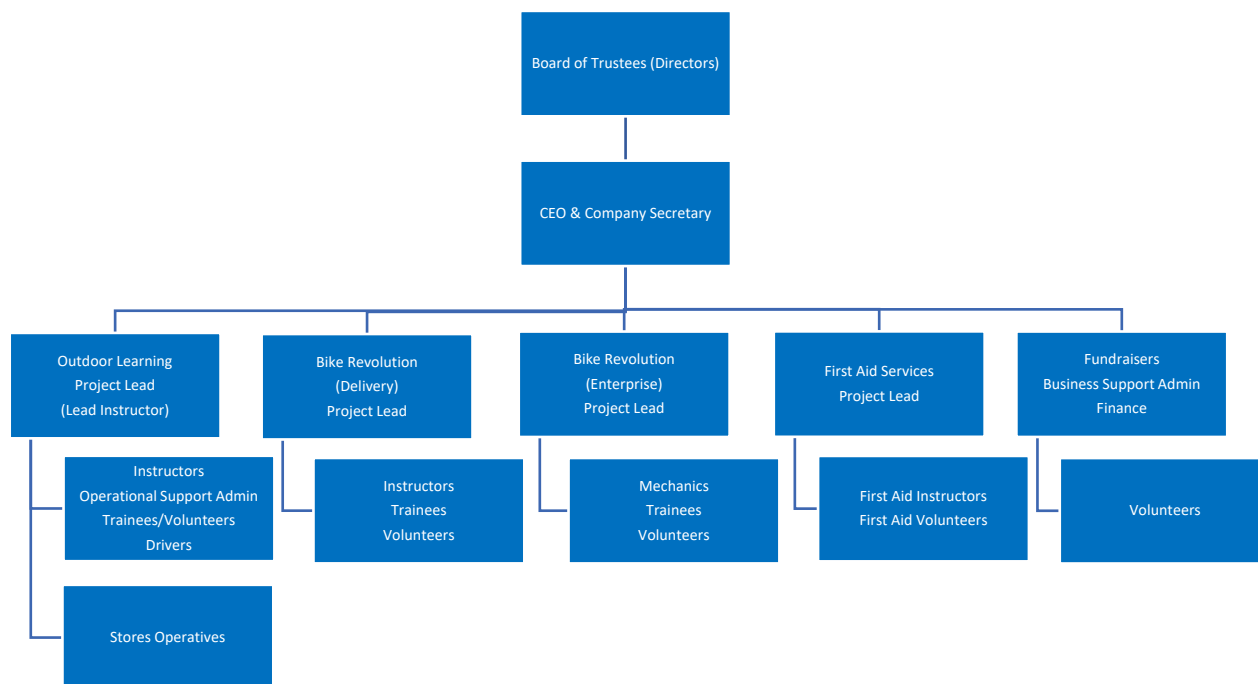


## JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                       |                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|--------------------------------------------------------------------------------------------------|
| <b>1. ORGANISATION</b>                                                                                                                                                                                                                                                                                                                                                                                           |                     |                       |                                                                                                  |
| <b>Post Title</b>                                                                                                                                                                                                                                                                                                                                                                                                | Operational Support | <b>Job Desc No.</b>   | OO/02/2025                                                                                       |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                  | Lossiemouth         | <b>Accountable To</b> | Outdoor Learning Project Lead                                                                    |
| <b>Salary</b>                                                                                                                                                                                                                                                                                                                                                                                                    | Real Living Wage    | <b>Hours per week</b> | 40 hours (9.00am to 5.00pm Mon-Fri)<br><b>Some flexible and weekend working will be required</b> |
| <b>Duration</b>                                                                                                                                                                                                                                                                                                                                                                                                  | Permanent           | <b>Terms</b>          | Full-time                                                                                        |
| <p><b>Our Vision</b></p> <p>Outfit Moray aims to make a difference to the lives of others, by actively developing the potential of young people, their families and communities, through accessible and affordable outdoor learning and adventure: encouraging life skills and improving physical and mental health.</p>                                                                                         |                     |                       |                                                                                                  |
| <p><b>Our Mission</b></p> <p>At Outfit Moray, we create sustainable, life-changing opportunities for young people through outdoor learning and adventure. By building confidence, resilience, and essential life skills, we empower young people to reach their full potential. Our commitment to long-term sustainability ensures we can continue to support future generations and strengthen communities.</p> |                     |                       |                                                                                                  |
| <b>2. JOB PURPOSE</b>                                                                                                                                                                                                                                                                                                                                                                                            |                     |                       |                                                                                                  |
| To support the day to day operation of Outfit Moray by efficiently organising and resourcing the training delivery programmes for Outdoor Learning and Bike Revolution.                                                                                                                                                                                                                                          |                     |                       |                                                                                                  |
| <b>3. MAJOR TASKS</b>                                                                                                                                                                                                                                                                                                                                                                                            |                     |                       |                                                                                                  |
| <p>3.1. Responsibility for programming, resource planning and logistical support for all training delivery programmes for Outdoor Learning and Bike Revolution.</p> <p>3.2. Liaison with stakeholders and partners.</p> <p>3.3. Liaison with activity and driver volunteers.</p> <p>3.4. Maintain safety equipment and qualifications database.</p> <p>3.5. Maintain a positive and supportive culture.</p>      |                     |                       |                                                                                                  |

#### 4. REPORTING RELATIONSHIPS



#### 5. ACTIVITIES

##### 5.1. Responsibility for programming, resource planning and logistical support for all training delivery programmes for Outdoor Learning and Bike Revolution

- 5.1.1. Ensure master programme is efficiently planned, accurate and matches the activity programme on Upshot and Ticket Tailor (as req'd)
- 5.1.2. Ensure master programme is correctly resourced; staff, trainees, volunteers, vehicles, trailers and equipment.
- 5.1.3. Setting up of online booking system (Ticket Tailor) for activities, as required.
- 5.1.4. Maintain up to date programme board in office for instructor self-briefing.
- 5.1.5. Collation of all activity documentation, consent forms and cross checking with Upshot database, editing as required.
- 5.1.6. Setting up of online activity registers and evaluation survey requirements in Upshot, fulfilling the super-user function.
- 5.1.7. Monitoring completion of vehicle check forms, activity registers, evaluation surveys and conduct data entry, as required.
- 5.1.8. Booking of vehicle repairs, servicing, MOTs, deconflicted with programme use.
- 5.1.9. Hiring of additional vehicles as required to enable the master programme.

##### 5.2. Liaison with stakeholders and partners

- 5.2.1. Establish relations with all stakeholders and partners.
- 5.2.2. Conduct routine communication to enable programming of training delivery.
- 5.2.3. Ensure partners understand their role in enabling programme delivery.
- 5.2.4. Attend events to promote Outfit Moray opportunities to wider audiences.
- 5.2.5. Raise invoice proformas to ensure timely payment for activities.

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| <b>5.3. Liaison with Activity and Driver Volunteers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>5.3.1. Organise activity volunteers to support master programme delivery.</p> <p>5.3.2. Organise driver volunteers to support master programme delivery.</p> <p>5.3.3. Be the main point of contact for volunteer feedback.</p> <p>5.3.4. Update database of volunteers, as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>5.4. Maintain Safety Equipment and Qualifications Database</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>5.4.1. Maintain the electronic records for all safety equipment.</p> <p>5.4.2. Receive alerts for equipment inspections.</p> <p>5.4.3. Ensure safety equipment inspections are organised, carried out by appropriately qualified individuals and recorded in the system.</p> <p>5.4.4. Highlight potential equipment replacement requirements in a timely enough manner to enable fundraisers to secure equipment funding.</p> <p>5.4.5. Maintain the electronic records for all staff qualifications.</p> <p>5.4.6. Receive alerts for lapsing qualifications.</p> <p>5.4.7. Highlight to staff and line management when qualifications are due to lapse in a timely enough manner to enable booking of training.</p> |
| <b>5.5. Maintain a Positive and Supportive Culture</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>5.5.1. Work with staff and volunteers to, as far as possible, align values and beliefs and support positive attitude and behaviour.</p> <p>5.5.2. Create a positive environment where people are valued and supported.</p> <p>5.5.3. Support the team and attend meetings and reviews.</p> <p>5.5.4. Be clear on the vision and purpose, understand the charitable work of Outfit Moray and associated aims and be familiar with the 'elevator pitch'.</p> <p>5.5.5. Celebrate success.</p> <p>5.5.6. Live the Outfit Moray values.</p>                                                                                                                                                                                |
| <b>6. WORKING CONDITIONS (some basic information for this post)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>6.1. Working week – 40 hours per week.</p> <p>6.2. Annual Holiday – 37 days including public holidays (10 days to be taken at Christmas/New Year close down, consistent with Moray Schools holiday schedule).</p> <p>6.3. Support and supervision is provided by the Outdoor Learning and Bike Revolution (Delivery) Project Leads.</p> <p>6.4. Training and development opportunities may be provided as appropriate.</p> <p>6.5. Workplace pension scheme (3% employer and 5% employee contribution).</p> <p>6.6. A group life insurance scheme is provided (death in service payment of 2 x annual salary).</p>                                                                                                     |
| <b>7. DISCLOSURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>This Post is subject to an Enhanced Disclosure Scotland check and membership of the PVG (Protecting Vulnerable Groups) Scheme, the results of which might impact on your suitability to work in this post.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>8. NOTE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>This Job Description is intended to give applicants an overview of the job, what it involves and how we work. It is not intended as an exhaustive list of every aspect of the post-holder's duties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |