



RIDE HIGH

Centre Manager

Job details

Employer	Ride High
Location	Milton Keynes
Salary	Up to £39,000 depending on experience
Contract type	Flexible Full Time
Contract term	Permanent
Job Posted	8th January
Closing date	22nd January
Visits for shortlist	23 – 28th January
Interviews	29- 31st January
Job starts	As soon as possible

Ride High changes the lives of Milton Keynes most disadvantaged children. Since inception in 2008 we have created a unique programme which uses horses and an associated programme of associated clubroom activities, educational trips, one to one mentoring and volunteering. This develops children's literacy, social skills and delivers a step change in self confidence and aspiration. What sets us apart is our long term approach - we believe that changing attitudes, behaviours and self belief takes time and most of the children will come to us every week for up to a year.

The results we achieve are remarkable, over 90% of our leavers are in full time school, in college or are in work experience and are thriving.

Ride High works with 80 children a week and now is looking to expand.

We are looking for a Centre Manager who will report to the CEO. The main purpose will be to be responsible for ensuring that the Ride High Centre delivers benefit to children in line with the overall objectives of the charity and the one year plan. This will involve managing the centre, its staff and volunteers, having overall responsibility for education delivery and standards as well as evaluation and reporting on efficacy.

Responsibilities include, but are not limited to:

Strategy

- Strategic development – planning and making recommendations to the Board of Trustees regarding key elements of operational policy eg membership structure, optimum capacity, admissions, learning programmes, accreditations, fee structure, staffing.

Direct responsibilities

- Staff resourcing
- Staff management, training and progression
- Ensuring high teaching standards in the centre and delivering teacher and volunteer training
- Operational planning – creating the one year and three year operational plans
- Overall risk management
- Efficient and safe operation of the Centre and its environment including infrastructure eg. development of and compliance with RH policies, health and safety, risk assessments, safeguarding, contingency planning, data protection compliance
- Some teaching and overseeing of children's activities
- Managing the Centre budget
- Creating a supportive and nurturing environment for staff and children.
- Recruit and retain volunteers.
- Management, evaluation and outcome reporting which allow measurement against success criteria
- Stakeholder management

Overseeing managers to deliver:

- Children's activities which deliver against defined success criteria and outcomes per the one year plan
- Development of the education framework of Ride High eg. developing learning programmes and evaluation methods, delivery of new tools such as Ride High workbooks, defining standards, putting in place accreditation programmes.
- Commercial revenue through commissioning of paid for services.

Required experience and skills

- Extensive experience working with children/young people
- Experience of
 - managing staff and budgets
 - managing a team and an office or operation
 - strategic planning and implementation
 - using a range of evaluation techniques to measure soft and hard outcomes
 - management reporting at a high level, particularly written
- Excellent communication skills

Desired experience and skills

- Experience of developing learning programmes and ability to implement suitable accreditation systems
- Experience of working with a range of disadvantaged and troubled children
- Working with volunteers

The position

- Full time position

- Hours required to do the job including some evenings and weekend work
 - 20 days holiday plus bank holidays
- Up to £39,000 pro rata, depending on experience