1. Develop relationships with current and potential clients (including calls and in-person meetings) to generate bookings and understand the needs of referrers and the young people.
2. Work with AIM (Adventure Impact) referrers to plan programmes and events that meet the specific needs of students/young people, including researching, reviewing, and booking suitable venues.
3. Deliver some AIM programmes, and delegate others to the AIM Team, ensuring safe provision of activities in a positive, encouraging environment and that appropriate safeguarding is maintained.
4. Support students to achieve in-house qualifications e.g. AQA awards as appropriate.
5. Collect and collate feedback on individual achievements & impact on future development.
6. Ensure relevant paperwork for individuals/events is collected and completed in a timely manner (e.g. pre-event: individual risk assessments, dietary issues; post: evaluations, feedback).
7. Staff AIM events to ensure appropriate levels of qualification and ratios, bearing in mind Behaviour and Environmental Risk Management and aiming for continuity of care, where possible.
8. Work with Finance to produce and maintain financial budgets for AIM & ensure timely invoicing.
9. Ensure all clients are followed up, as appropriate, e.g. invited on Total Adventure Holidays etc.
10. Report progress & challenges to Line Manager or Section Leaders and share prayer requests at MT.
11. Line-manage the AIM team, ensuring support and escalating unresolved issues as necessary.

General

12. Ensure A+ equipment is stored properly and facilities are kept clean, tidy and safe.
    Encourage AIM team to assist with maintenance, scheduled kit checks, as well as kit checks ‘on use’.
13. Submit Accident/Injury report forms with appropriate documentation in a timely manner
14. Assist where necessary with other aspects of A+’s work as and when required to further the Mission of A+, including working with other teams to assist with bookings.
15. Participate in daily staff ‘devotions’ as part of the A+ team, leading as per the Morning Thought rota.
16. Adhere to all A+ policies and procedures on and off-site during all trips and events.

Personal Development & Training

17. Attend training courses as agreed with your Line Manager to further your work with A+
18. Keep a valid first aid certificate.
19. Maintain required NGB memberships and up-to-date experience records to ensure relevant qualifications remain valid. Encourage Peer Feedback, receiving and giving it regularly after sessions.

I have read & understood the above, and am happy to do this work for A+.

Signed …….
Name…… Date ……/……/2026