

### 1. Event Leader

- Be the lead coach on a variety of bookings and take overall responsibility for the event.
- Support the Bookings Coordinator where necessary to ensure efficient pre-event organisation and that the overall package is delivered professionally.
- Organise, communicate with and lead the coaching team to ensure the booking is delivered to **A+ standards**, taking responsibility for amongst other things: staffing the event, ensuring the smooth running of the programme and debriefing the team.
- In the run up to the event and on the actual booking, be the client's first point of contact, regularly ensuring that they are happy and being adaptable as appropriate.
- Make use of the Event Leader Pack and adhere to the timeline set out therein.
- Build and maintain relationships with key volunteers and regular clients.
- Report back any vehicle or equipment issues or breakages to the relevant persons.

### 2. Activity Coach

- Organise and run a range of events at the **A+ site** and across the UK. Activity sessions include but are not limited to: abseiling; archery; biking; bush craft; canoeing; climbing; fencing; kayaking; SUPing; team building; walking.
- Across all activity sessions seek to build relationships with young people on activities – aiming to inspire them, build their confidence and self-esteem and help to equip them to fully participate in activities.
- Support the work of the Adventure Impact team where necessary to deliver their programmes.
- Take responsibility for kit and equipment used and assist where necessary in the organisation and delivery of kit checks and in ensuring that the correct processes in the shed are adhered too.
- Assist with the training and organisation of new GAP teams, helping to forge good working relationships and a strong team ethic within the coaching team.
- Actively role model high standards of professionalism at all times, providing feedback where necessary and escalating issues as appropriate.
- Have good knowledge of the necessary risk assessments and health and safety plans and be prepared to uphold and stand by these.

### 3. Salary Support

- Approach 'sending' or home churches, friends and family for support towards your work at **A+** (10%)
- Ensure your supporters are kept up to date about your work, prayer requests etc

### 4. General

- Assist where necessary with other aspects of **A+'s** work as and when required including potentially driving **A+** vehicles when necessary to further the work of **A+**.
- Lead and/or participate in daily staff Christian 'morning thought and prayer' as part of **A+** team
- Work with our teams to assist some Events, primarily fundraising events.

### 5. Personal Development and Training

- Maintain required memberships of NGBs and up-to-date records of experience to ensure necessary qualifications remain valid. This includes keeping a valid first aid certificate.
- Other training as existing experience and demands of the job require
- Extend working knowledge of Windows 10, Microsoft Office and PowerPoint

I have read & understood the above job description and am happy to work for **A+**.

Signed .....

Date ...../...../2023