

# Total Adventure & Guest Support Job Description

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## TA Support

1. Support TA Coordinator in the lead up to TA Holidays: Currently Ski A+, TA: Easter, Beacon, Peake and 'AWE'
2. Support carers with enquiries about TA for their children answering messages & questions in the run up to TA
3. Keep the 'Spirit of TA' current throughout Planning and delivery of each TA event. (See attached document)
4. Meet regularly with TA Coordinator: check TA TimLine and TA Handbook. Support planning for TA events.
5. Develop Core Team for each Total Adventure event. Support A+ Team and volunteers in run up to TA events.
6. Ensuring A+ GAP team & relevant A+ staff understand the importance of the TA ethos and culture we create.
7. Co-ordinate and pray for our team.
8. Support the Holiday Leader in planning, prep and training for each TA event.
9. Co-ordinate TA Bookings, ensuring a smooth process for parents, campers volunteers and A+ Team
10. Keep in touch with campers & volunteers through the year: TA News, Letters Home & Socials.
11. Co-ordinate and write articles & photos for termly campers' termly newsletter.
12. Support any TA Re-unions and any other regional meets during the year (bring a friend).
13. Prepare feedback for Section Leader meetings noting progress and issues that need wider attention.
14. Work with TA Coordinator and Finance to ensure payments are made before each TA event
15. Work with TA Coordinator and Finance to ensure Budgets are kept to, so that TA Holidays remain viable.
16. Ensure all A+ visitors are aware of TA. Schools & Groups receive Certificate of Completion with TA Discount.

## A+H Guest Support

1. Contact past guests of A+ & A+H to offer to support their next booking

## General

1. Ensure A+ equipment is stored properly and facilities are kept clean, tidy and safe.
2. Submit any Accident/Injury report forms with relevant evidence in a timely manner.
3. Note who is duty First Aider and ensure 1<sup>st</sup> Aid kit available in A+ Office.
4. 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.
5. Participate in daily staff 'devotions' as part of A+ team, leading as per the Morning Thought rota.
6. Adhere to all A+ policies and procedures on and off site during all trips and events.

## Salary Support

7. Where possible approach 'sending' home church, friends & family for support towards your work at A+ (10%).
8. Ensure your supporters are kept up-to-date with your work, prayer requests, etc.

## Personal Development & Training

9. Attend training courses as agreed with Line Manager to further your work with A+
10. Keep a valid first aid certificate.

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

Signed .....

Name..... Date ...../...../2026