

Total Adventure & Guest Support Job Description

0.4 fte



TA Support

1. Support TA Coordinator in the lead up to TA Holidays: Currently Ski A+, TA: Easter, Beacon, Peake and 'AWE'
2. Support parents & carers with TA enquiries 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 Timeline and TA Handbook. Support planning for TA events.
5. Develop Core Team for each TA event. Support A+ Team and volunteers in run up to TA events.
6. Ensure A+ GAP team & relevant A+ staff understand the TA ethos and culture we create.
7. Enable prayer for our team.
8. Support the Holiday Leader in planning, prep and training for each TA event.
9. Support TA Bookings, ensuring a smooth process for parents, campers volunteers and A+ Team
10. Support contact with campers & volunteers through the year: TA News, Letters Home & Socials.
11. Support any TA Re-unions and any other regional meets during the year (bring a friend).
12. Work with TA Coordinator and Finance to ensure payments are made before each TA event
13. Ensure all A+ visitors are aware of TA. Schools & Groups receive Certificate of Completion with TA Discount.

A+H Guest Support

Support A+ Marketing/Sales team, contacting:

1. Past guests of A+ & A+H to offer to support their next booking
2. Potential visitors to inform them of A+ & A+H eg churches within 100 miles; OCC, Wilts. & Glocs. schools

General:

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

Salary Support

6. Where possible approach 'sending' home church, friends & family for support towards your work . A+ is a mission organisation. Full-time team are encouraged to actively share our work with others who may be interested to know about A+ - and encouraged by our outreach; and invite guests to A+ events.
7. Ensure your supporters are kept up-to-date with your work, prayer requests, etc.

Personal Development & Training

8. Attend training courses as relevant (& agreed with Line Manager) to further your work with A+
9. 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