

## Job description - Recreation Manager (PB4)

### Job summary

This post is an exciting opportunity to join Forestry England's Recreation and Public Affairs team. You will play a key role in supporting Forest Centre Managers in the management and development of the recreation offer, to connect more people with the nation's forests and deliver sustainable finances. This work will be focused at Moors Valley Country Park and Forest, a partnership site with Dorset Council and Alice Holt Forest Centre. Across the district, you will help to progress projects that could improve our financial sustainability or enhance people's experience in our forests.

Forestry England is a progressive and inclusive organisation, where benefits include a generous holiday entitlement, substantial training, development and volunteering opportunities, as well as flexible working arrangements and membership of an excellent civil service pension scheme. Our staff work in and among some of the most diverse and spectacular natural environments in England.

### Key responsibilities & accountabilities

- support Recreation Managers in managing and developing the recreation offer, delivering against strategic objectives and business plan targets
- provide advice and support to Forest Centre Managers in managing and developing Recreation activities
- support managers with advice on employee management and customer relations and take a lead in resolving escalated issues, including HR processes
- promote a strong health and safety culture within the team and for visitors. Undertaking audits of facility inspections, accident reporting and operational activities to ensure compliance with local, national and industry guidelines
- seek out and prepare the business case for investment, funding, sponsorship and partnerships to support the growth of the business and improve visitor offer
- work with teams to develop business and site master plans which reflect cost pressures and income opportunities and contribute towards achieving sustainable finances
- expand the contribution of volunteers, community groups and partners in Recreation delivery
- develop and maintain good working relationships across teams and with external partners and stakeholders to support the delivery of the district's strategic objectives
- report directly to the Head of Recreation and support wider district activities by being an active member of the district's Recreation Leadership Group and business team group

And any other tasks reasonably requested by your line manager.

### Skills, knowledge & experience

#### Essential professional and technical experience

- excellent communication and leadership qualities to give clear direction, motivate and inspire teams
- experience of managing and leading teams in an outdoor recreation environment and a track record of successful delivery
- experience of budget management and delivering successful business outcomes
- experience of business development and successful project management and delivery
- experience of working with the private and third sector in business delivery

- experience of stakeholder management and working in partnerships
- competent IT user with experience in MS Office suite of applications

#### **Desirable professional and technical experience**

- experience of event delivery
- experience of obtaining planning approval
- experience of volunteer management

### **Qualifications**

#### **Essential**

- HND / Degree in a relevant discipline or subject area and / or professional qualification and / or significant relevant experience

#### **Desirable**

- project or programme management qualification