

Job Description - Forest Centre Manager - Alice Holt (PB5)

Job summary

As a Forest Centre Manager you will be responsible for recreation operations. You will be managing the recreation team, overseeing health and safety compliance, managing the budget with a focus on increasing income generation, contract management and overseeing asset management. Working with internal and external stakeholders you will be enhancing and delivering an excellent visitor experience.

Key responsibilities & accountabilities

- lead and manage the recreation team through coaching, support and promoting a positive and inclusive culture.
- ensure compliance with health and safety guidance, and communicate the importance of working safely, to manage risks across operations for staff, volunteers, the general public, and contractors.
- manage income and expenditure against budgets and report on variances, identifying areas for commercial growth
- undertake contract management for recreation-based contracts such as cleaning, vegetation management and gate locking
- lead on building and asset management, including facility inspection audits and civils programmes
- work closely with other departments such as Sustainable Land Management, Civils, Ecology, Estates and Marketing
- build and maintain good working relationships with external partners, tenants, and concession operators
- participate in relevant internal meetings providing updates and site information. Represent Forestry England at external meetings when required.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- evidence of working within a busy recreation / public facing role in a similar environment.
- managing or supervising staff, volunteers, contracts, and contractors.
- experience of managing health, safety and wellbeing including accident investigation and reporting. • understanding of budget management.
- competent IT user with experience in MS Office suite of applications and ForesterWeb.

Desirable professional and technical experience

- understanding of Forestry England recreation management practices.
- knowledge of managing volunteers.
- project management.
- managing tenants and/or partnership businesses.

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent.

Desirable

- a degree or equivalent in relevant discipline.