



Camp Manager for Woodland Retreats

(June to September 2024 with option to live in)

About the role

This is an exciting opportunity to spend the summer season working outdoors in a stunning location. We are looking for a well-organised and flexible person to join our team for four months (June to September 2024) in the role of Woodland Camp Manager. We are a registered charity caring for the historic Grade 1 listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

About the role

The role will involve managing and overseeing the day to day running of our woodland retreats located at the Woodland Campsite in the grounds of Sharpham House. Now in our 9th season, the Woodland Retreats have been growing from strength to strength with a rich retreat programme, enabling people to connect with themselves, each other and with nature. We run approximately 14 woodland retreats during the summer season with accommodation in individual Bell Tents. The retreats include a mixture of 3, 4- and 5-night stays including canoeing, retreats for women and deep nature connection.

As well as supporting the day to day running of each retreat, the role also involves project managing and overseeing the retreat programme including liaising with Leaders and Sharpham Staff. Each retreat will be run by two experienced facilitators, as well as staff who come in to help with preparing the tents and setting up and packing down the camp at the start and end of each retreat. **Please note this is primarily a practical support role and NOT a facilitator's role.**

As the camp manager, we expect you to stay on site during each retreat (see timetable attached for dates). There is also the chance to stay in our Camping Pod in the Woodland Campsite for the duration of the season, rent free. If you choose to take up the offer of accommodation, you will need to be responsible for your own food and catering when there are no retreats running. The campsite includes a shower block with flushing toilets, a covered kitchen area and a covered fire circle.

About you

We are looking for a camp manager who is well organised, practical, hardworking and resilient with excellent communication skills and the ability to work on their own initiative and in all sorts of weather. You will need a love and passion for supporting people to connect to the natural world and for creating safe and nurturing spaces. You will need experience of working outdoors including some practical camp craft skills, as well as the ability to manage multiple priorities. Flexibility, a 'can-do' approach and a good sense of humour are essential. An interest and understanding of mindfulness and the retreat environment would also be an advantage.

The Camp Manager will need to fully commit to the programme and remain on site for the duration of each retreat. Any offer of employment is conditional on receipt of a satisfactory enhanced DBS check.

To apply please complete the application form and send to admin@sharphamtrust.org

Deadline for applications: Thursday 11th April 2024 – 5pm

Interviews: Thursday 18th April 2024 (interview times tbc)

Any questions about the role please contact Amy Ruewell – admin@sharphamtrust.org

Camp Manager – Role Description

Job Title	Camp Manager
Report to	HR & Admin Manager
Supervision of	Camp set up staff and support staff
Salary / pattern	Temporary 4-month contract. £13.50 ph 69 working days, total contract amount £8289.70 including accrued holiday Weekly working days and hours varying in accordance with the needs of the Retreat (see attached for dates). Typical shift pattern 7-3pm with half hour break. A longer shift on the set-up day.
Main Purpose of the Role To oversee and ensure the smooth running of the Woodland Retreat programme	
Key Objectives <ol style="list-style-type: none">1. To ensure the campsite is fully prepared for each retreat and that participants and leaders are well looked after for the duration2. To ensure that programme participants benefit from safe, high quality and rewarding experiences3. To liaise with staff to ensure all practicalities are taken care before, after and during retreats	
Key Tasks <ul style="list-style-type: none">● Set up the site in advance of each retreat, ensuring all beds are made, kitchen set up with supplies and toilet/shower block cleaned● Welcome guests as they arrive and ensure everyone is checked into their tents – help with luggage if necessary● Be part of the opening circle and hold a welcome talk so guests are aware of how the site works; orientation, fire procedures, health and safety and practicalities● Oversee the day to day running of the retreats including bringing prepared meals up from the house (you will need a vehicle for this), setting up and clearing away after meal times,● Being aware of retreatants’ needs in terms of allergens and intolerances and the importance of keeping certain dietaries separate (allergen training will be provided)● Respond to and look after participant needs as they arise i.e. supplying extra blankets, hot water bottles if needed etc.● Ensure food stocks and supplies are kept to adequate levels	

- Ensure excellent levels of cleanliness and hygiene in both kitchen and toilet block
- Oversee all paper work associated with the retreat including evaluation forms, retreat schedules, health and safety and risk assessments
- Oversee linen and laundry at the start and end of each retreat (we send our laundry to a professional eco laundrette)
- Ensure dry firewood available at all times and light fire for retreatants when necessary
- Oversee pack down and tidy up of at the end of each retreat
- Oversee practicalities and logistics between retreats including making small purchases and light maintenance where needed, including some light hedge trimming
- Liaise with line manager, support facilitators and house staff as necessary

Person Specification

	Essential	Desirable
QUALIFICATIONS		<ul style="list-style-type: none"> ● Some form of outdoor education qualification ● First Aid ● Food hygiene Certificate
EXPERIENCE	<ul style="list-style-type: none"> ● Retreats and nature connection programmes ● Camping and outdoor learning ● Some experience of coordination or project management 	<ul style="list-style-type: none"> ● Mindfulness practice ● Hospitality
SKILLS / KNOWLEDGE	<ul style="list-style-type: none"> ● Forest School skills and camp craft e.g. fire making, chopping wood, tents and shelters, ● Knowledge of risk assessments ● Excellent communication skills ● Efficient organisational skills ● Self-motivated and ability to prioritise and work under own supervision ● Strong problem-solving skills and resourcefulness ● Emotional literacy / empathy and the ability to create a safe and supportive environment 	<ul style="list-style-type: none"> ● Knowledge of wildlife and habitats ● Mindfulness
OTHER	<ul style="list-style-type: none"> ● Works well in a small team ● Hard working and resilient ● Flexible and open approach ● Practical with a positive 'can-do' attitude 	
Driving license	<ul style="list-style-type: none"> ● Clean driving license ● Access to a small car for transporting food to and from the house (mileage costs reimbursed) is essential for this role 	

Hours/Shift Pattern:

37.5 hours Monday to Friday – a degree of flexibility is required to allow for occasional out of hours and weekend working. The Trust operates a Time off in Lieu system in relation to this.

Leave:

Entitlement to annual leave for a full-time employee for a full leave year is 6.6 weeks, equivalent to 33 days, inclusive of any public bank holidays or any other nominated days.

AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff are required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.