

## Programme Manager: Position Description



**BOYLE RIVER**  
 OUTDOOR EDUCATION CENTRE  
[www.boyle.org.nz](http://www.boyle.org.nz)

<b>Position:</b>	Programme Manager
<b>Employed by</b>	The North Canterbury Alpine Trust Board
<b>Responsible for</b>	Delivery of the outdoor education and outdoor recreation programmes at the Boyle River Outdoor Education Centre
<b>Location</b>	15km south of Lewis Pass, 55km from Hanmer Springs
<b>Reports to</b>	Centre Manager
<b>Direct Reports</b>	Casual instructors
<b>Functional Relationships</b>	Staff
	Clients including schools (students, school principals and their delegated personnel)
	Stakeholders: Iwi, Funders, Department of Conservation, Ministry of Education, WorkSafeNZ, Hurunui District Council
<b>Key Tasks</b>	1 Take a leadership role in the day to day running of the Centre, under direction of the Centre Manager
	2 Design, develop and deliver outdoor education and outdoor recreation programmes with a focus on sustainability, educational and personal development outcomes
	3 Implement and enforce safety protocols to ensure the well-being of participants during outdoor activities.
	4 Assist with the recruitment and rostering of instructional staff.
	5 Promote the Boyle River Outdoor Education Centre as a centre of excellence
	6 Undertake professional development

Programme Manager Key tasks	Key deliverables/outcomes
<p>1 Take a leadership role in the day to day running of the Centre, under direction of the Centre Manager</p>	<ul style="list-style-type: none"> <li>• Adopt an appropriate and flexible leadership style and take responsibility for your clients and staff.</li> <li>• Engage in staff meetings</li> <li>• Undertake Duty Manager functions as required - being a group's emergency contact; acting in accordance with NCAT policy and BROEC procedures in the event of facility issues, weather emergencies, and/or participant accidents or illness; and be prepared to manage an emergency</li> <li>• Contribute to the development of NCAT Policies and Procedures.</li> </ul>
<p>2 Design, develop and deliver outdoor education and outdoor recreation programmes with a focus on sustainability, educational and personal development outcomes</p>	<ul style="list-style-type: none"> <li>• Design, develop and deliver innovative and high-quality outdoor education programmes tailored to different age groups and skill levels, that meet educational standards and objectives and the requirements of our client groups</li> <li>• Monitor programme effectiveness and evaluate client satisfaction, making adjustments as necessary to improve the overall experience.</li> <li>• Stay updated on industry trends and best practices in outdoor education, integrating new ideas and techniques into programme development.</li> <li>• Oversee the effective allocation and maintenance of resources, including equipment and facilities.</li> </ul>
<p>3 Assist with the recruitment and, training and rostering of instructional staff</p>	<ul style="list-style-type: none"> <li>• Ensure the Boyle is staffed by people who are experienced in outdoor education, with appropriate outdoor qualifications</li> <li>• Foster a positive and collaborative work environment among the team.</li> <li>• Supervise, train and mentor instructors.</li> <li>• Revise and update the staff handbook</li> <li>• Plan for and deliver staff training activities prior to the start of the school year as well as throughout the year.</li> </ul>
<p>4 Implement and enforce safety protocols to ensure the well-being of participants during outdoor activities.</p>	<ul style="list-style-type: none"> <li>• Support the Centre Manager in developing a positive safety and work culture among staff.</li> <li>• Provide a good role-model of risk management</li> <li>• Be conversant with the SMS documents, current national standards and accepted professional practice.</li> <li>• Take all practicable steps to identify and manage the risks and hazards associated with the staff, activities, the groups, the equipment and the environment. Report any workplace hazards</li> </ul>

Programme Manager Key tasks	Key deliverables/outcomes
	<ul style="list-style-type: none"> <li>• Keep a record of incidents, their review and consequences for practice; ensure there is a weekly staff review of incidents; liaise with centre Manager and Trust Chair regarding any incident.</li> </ul>
5 Promote the Boyle River Outdoor Education Centre as a centre of excellence	<ul style="list-style-type: none"> <li>• Collaborate and cooperate with schools, local communities, and organisations to foster positive relationships and promote outdoor education initiatives</li> <li>• Promote environmental awareness and sustainable practices within the outdoor education programs.</li> </ul>
6 Undertake professional development	<ul style="list-style-type: none"> <li>• With the Centre Manager develop a professional development plan to maintain currency in qualifications, skills and knowledge</li> <li>• Stay updated on trends and developments in outdoor education and management practice</li> </ul>

## **Programme Manager: Person Specification:**

### ***Education and Qualifications:***

- NZOIA or equivalent qualifications. A Level 2 qualification is desirable.
- Current First Aid certificate
- Full Driver Licence
- NZ residency or a valid NZ work visa

### ***Experience:***

- Experience in programme development, implementation, and evaluation.
- Demonstrated experience in coordinating and leading outdoor activities, such as tramping, rock climbing, kayaking, team-building exercises.
- Good understanding of Health and Safety and Adventure Activities Regulation.
- An extensive background in outdoor education, and knowledge and experience of the NZ outdoor industry

### ***Technical Skills:***

- Be a capable outdoor instructor
- Be able to mentor others in their instructing roles, and monitor and train staff in health and safety practice.
- Have knowledge of safety regulations and best practices related to outdoor activities, and proficiency in risk assessment and management in outdoor environments
- Be familiar with outdoor activity equipment, maintenance procedures, and inventory management.
- Be up-to-date with current outdoor education practices, future trends in education and adventure-based learning.
- Have IT and website management skills

### ***Leadership and Interpersonal Skills:***

- Leadership and team management abilities with the capacity to inspire and motivate others and build leadership capability.
- Excellent communication and interpersonal skills
- Ability to build and maintain positive relationships with user groups
- Strong problem-solving and decision-making abilities, and attention to detail

- A collaborative and inclusive approach, valuing diversity and promoting equal opportunities.
- A strong commitment to professional development for staff and self.

***Passion and Commitment:***

- A genuine passion for outdoor education and its impact on personal development and environmental stewardship.
- A drive and commitment to ensure that the best quality outdoor education is delivered to students of a wide range of abilities and from varied cultural backgrounds.
- A commitment to promoting environmental sustainability and responsible outdoor practices.
- The willingness to work irregular hours, including weekends and holidays, to accommodate programme needs.
- Proven cultural competence.

***Personal Attributes:***

- Self-motivated and proactive, with a high level of initiative and the ability to work independently.
- Strong organisational and time management skills to handle multiple priorities
- Resilience and the ability to remain calm and composed in stressful situations.
- A positive and enthusiastic attitude, with the ability to inspire and engage others.
- Genuine, approachable and honest.
- Innovative and forward thinking, flexible and adaptable