



JOB DESCRIPTION

POST DETAILS

Job Title: Head of Paddlesport

Directly Responsible To: Director of Outdoor Training and Education

Directly Responsible For: Paddlesport instructional team.

Contract: Permanent

Hours of Work: Full-time, 260 days per year.

Salary: £43,000

Scope of the Job

The Head of Paddlesport is responsible for leading Plas y Brenin's paddlesport instructional programme, ensuring innovation, quality, and safety standards are met while contributing to wider programme delivery, including outreach projects and Embark expeditions.

The postholder will be a highly qualified BCAB (or equivalent) Coach and BCAB Tutor, with appropriate First Aid and safeguarding qualifications. They will act as a role model within the centre and wider community, ensuring excellence in paddlesport instruction and course directing.

A key focus of the role is people management. The postholder will lead, develop, and motivate the paddlesport instructional team, working closely with other Heads of Department, Director of Outdoor Training and Education and HR to proactively manage performance, coaching, mentoring, appraisals, and any people-related issues. They will create a high performing, engaged, and resilient team while ensuring adherence to organisational policies, values, and standards.

The role also includes financial accountability for the department, including managing budgets to ensure resources are used efficiently. Ensure collaborative working with the Director of Instructional Function, tracking performance/spend/budgets etc. through regular reviews alongside Finance. Departments Heads are expected to work closely with the Finance Director and relevant Directors in developing their annual budgets. Budget holders are responsible for ongoing adherence to approved budgets, proactively identifying and escalating any variances or risks that may move spend outside agreed parameters.

Heads of Department must also maintain effective systems for recruiting, retaining, developing and motivating employees, ensuring that managers with people-management responsibilities understand and fulfil their obligations. In addition, each department is required to maintain an accessible archive of its financial activities for audit and reporting purposes.

Regular reporting to Directors is essential. Departments must prepare and submit accurate and timely financial and administrative reports for inclusion in quarterly Director reviews.

Key Duties and Responsibilities

Leadership & People Management

- Lead and manage the paddlesport instructional team, ensuring delivery excellence and development of people.
- Drive talent development, succession planning, and performance management, partnering closely with HR and Director of Outdoor Education and Training.
- Provide coaching, mentoring, appraisals, and conflict resolution to direct reports.
- Resolve complex people and operational challenges at a departmental level, ensuring decisions align with organisational values and objectives.

Strategic & Departmental Oversight

- Define and implement the strategic vision for the paddlesport programme, ensuring alignment with organisational priorities and long-term goals.
- Oversee departmental planning, resource allocation, and operational budgets to deliver financial sustainability and maximise organisational impact.
- Monitor departmental performance through KPIs, financial reporting, and operational metrics, driving continuous improvement.
- Ensure the paddlesport function maintains sector-leading standards in safety, quality, and governance.

Finance & Resource Management

- Own the departmental budget, ensuring efficient allocation of resources and alignment with strategic priorities, partnering closely with Finance.
- Approve significant departmental expenditures and resource investments to support programme growth and sustainability.

- Optimise resourcing, recruitment, and workforce planning within budgetary constraints.
- Assist with the Development of the annual departmental budget in conjunction with the Finance Directors & Directors
- Provide monthly budget updates; submit quarterly financial & administrative reports to Directors
- Budget holders ensure the ongoing adherence and management of budgets, highlighting issues that may cause budgets to move outside agreed parameters highlighting any issues of concern to the Director.
- Maintain the archive of departmental financial activity.
- Maintain systems for the recruitment, retention, development, motivation and management of employees, ensuring those with people management responsibility are aware of their responsibilities.
- Authority to approve overtime, travel expenses up to £X; authority to approve training spend within budget

Stakeholder Engagement & Representation

- Represent Plas y Brenin externally with BCAB, national governing bodies, funders, professional associations, and key partners.
- Build and maintain strategic relationships to enhance the centre's reputation, influence sector policy, and identify opportunities for growth, innovation, and partnerships.
- Provide expert paddlesport advice to the Director of Outdoor Activities and Senior Leadership Team on departmental performance, risk, and strategic opportunities.
- Ensure the department adheres to governance, regulatory, health and safety, and risk management requirements.
- Lead on safeguarding and organisational risk within the department, fostering a culture of accountability, professional excellence, and continuous improvement.

Skills, Qualifications, and Experience

Essential

- BCAB (or equivalent) Coach and BCAB Tutor Status in multiple disciplines.
- Extensive experience as a paddlesport coach and leading/planning expeditions.
- First Aid and Safeguarding qualification.

- Substantial people management experience, including appraisals, performance management, mentoring, coaching, and conflict resolution.
- Operational experience and financial acumen, including managing departmental budgets and working effectively with Finance.
- Evidence of continuing professional development relevant to a leadership role in a National Centre.
- Strong knowledge of safety management procedures and industry standards in paddlesports.
- Demonstrable experience of raising standards, delivering innovation, and achieving results.
- Excellent interpersonal and communication skills, able to engage effectively with a wide range of stakeholders.
- Meets DVLA minimum requirements for driving a minibus, holds a full driving licence for at least 2 years and aged 21 or over.
- D1 entitlement on driving licence (able to drive minibus up to 16 passengers).
- D1+E entitlement (for towing trailers, if required).

Desirable

- Additional outdoor qualifications (e.g., WCMI, MCI, ML, RCI).
- ILM or Business Management (or equivalent) qualification.
- Safeguarding Level 3.
- Welsh language skills.