



# South Wales Outdoor Activity Providers Group

## EXPRESION OF INTEREST

### Group Coordinator

Issued 13<sup>th</sup> April, 2017

Issued by:

**SWOAPG Steering Group**

The South Wales Outdoor Activity Providers Group (SWOAPG) was formed on 26<sup>th</sup> July, 2010 to act as a focal organisation for all providers of outdoor activities operating in the South Wales area and in the Brecon Beacons National Park. The Group is primarily intended to represent all Outdoor Activity Providers to other organisations, giving a voice to the outdoor sector. The Group now requires a Coordinator for the year 2017-18 to ensure the ongoing administration of the Group takes place effectively and to facilitate the delivery of the agreed Aims of the Group.

The current coordinator contract runs from 1st October 2016 and expires on 30th September, 2017 where upon the current co-ordinator will be standing down.

The SWOAPG Steering Group will be contracting a Coordinator for the next year on behalf of SWOAPG and we would like to ask for any expressions of interest in the role.

**The deadline for your expressions of interest is 30<sup>th</sup> June 2017.**

A tender for the Contract will be circulated at the end of June, however if you have any questions about the role and its requirements then please contact either the Coordinator or Chairman:

Matt Woodfield, Co-ordinator: [swoapg@gmail.com](mailto:swoapg@gmail.com)

Nick Winder, Chairman: [nick.winder@virgin.net](mailto:nick.winder@virgin.net)

**For more information about the SWOAPG including our aims, objectives and terms of reference please visit: [www.swoapg.org](http://www.swoapg.org)**

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## Group Coordinator

### Work Specification

Under the terms of the contract, the Supplier will be expected to deliver administrative, representative and coordinating functions for SWOAPG. The details of the role are summarised below:

- Managing SWOAPG membership, including communicating with Members and Associate Organisations.
- Co-ordination of Full Group meetings and Steering Group meetings
- Managing the NRW Concordat and on behalf of Providers and ensuring new members have access to Code of Conduct training
- Liaising with Partner Organisations on access and local issues
- Coordinating projects and tasks being led by Steering Group members
- Identifying the needs of Group members and assisting in the arrangement of SWOAPG workshops
- Updating and maintaining the SWOAPG Website
- Seeking ongoing funding for the Coordinator role, website, training and future Group projects
- Ensuring that the requirements and reportable outcomes for funding sources are maintained and met at all times.
- Liaison with Wales Activity Tourism Organisation (WATO), Pembrokeshire Charter Group, Snowdonia Active and North Wales Environmental Outdoor Charter Group
- Liaison with and meet objectives set by Visit Wales / Welsh Government
- Regular contact with Outdoor Activity Providers to understand issues and ways to support Providers on an ongoing basis
- Representing the interests of the Group members to other organisations
- Promoting the Group and raising awareness in the area with local communities

This is intended as an overview of what the Coordinator could be asked to do and so will aid in the selection of a suitable candidate. In many cases, the Coordinator is expected to ensure work is undertaken and completed, rather than necessarily undertaking the work themselves.

It is expected that the work above will need to be prioritised to enable it to be delivered within the Annual Days available. This Contract will be for **24 Days** for the Contract Period, although additional work can be undertaken if funding for that work is secured.

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## Group Coordinator

### Skills Required

The person carrying out the **Coordinator** role should possess the following skills and qualities:

- Excellent verbal, written and reporting communication skills
- Excellent organisational skills
- Budget management experience
- Good IT skills
- Good knowledge of conservation and access issues
- Knowledge of the local area in terms of it's use for the delivery of outdoor activities
- Experience of outdoor activities, outdoor education and field studies
- Good understanding and ability to demonstrate credibility when working with the outdoor and related industry
- Able to network and collaborate with a wide range of organisations and individuals
- Current driving licence and own vehicle
- Ability to work with minimal supervision and able to take a pro-active approach
- Ability to work under pressure
- Able to work flexibly around the needs of the post, group members and other organisations

### Management

The Contract will be with the SWOAPG Steering Group.

The Coordinator carrying out the role specified will work to a programme agreed with the Steering Group and will communicate as necessary with the Chair of the Steering Group on day to day matters, as agreed between them.

### Contract Commencement

Contract to start from 1<sup>st</sup> October 2017

### Contract Period

This Contract will be for a fixed term of **One Year**, subject to satisfactory progress and with appropriate clauses for review and renewal.

### Location

The location from which the above responsibilities will operate is flexible. The Coordinator will be able to provide the services from a venue of their choice, but will be expected to attend meetings of the Group and other bodies and organisations at venues chosen by them.

**Please Submit your Expressions of Interest to Matt Woodfield, SWOAPG Coordinator by:  
30<sup>th</sup> June 2017**

[swoapg@gmail.com](mailto:swoapg@gmail.com)

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