

### JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job title</b>	Camper Recruitment Co-ordinator – South, based London
<b>Hours:</b>	35 hours per week
<b>Reports to</b>	Head of Camper Recruitment

#### **Job purpose**

Responsible for raising the profile of Over The Wall in the UK to recruit campers and beneficiaries for all services. To develop and manage relationships with referrers, contacts, partners, families and individuals to identify and generate ongoing recruitment opportunities. To work operationally as part of our staff team and with our campers and volunteers at both our residential and virtual activity camps.

#### **Duties and responsibilities**

- Actively identify potential referrers or sources of recruitment and develop and nurture relationships, acting as the consistent point of contact, support, and liaison.
- Undertake focused recruitment to support growth of partnership camps.
- Building and maintaining connections with hard-to-reach areas, areas of high deprivation and ethnic minority communities.
- Advise and support families and build their trust in Over The Wall through your camp experience and knowledge to encourage them to apply for our services and assist them with the application process as required.
- Identify and maximise opportunities throughout the UK to positively promote and showcase Over The Wall's services within a range of settings through face to face and virtual engagement, presentations and by other mediums.
- Building a network of connections, both at an individual and organisational level.
- Maintain an awareness of safeguarding policy and practice, to ensure the safety of service users.
- Maintain Over The Wall's recording and data systems to ensure these are accurate and up to date at all times.
- Regular and extensive travel is required within your designated region (London and the South of England) and across the UK for face-to-face meetings, clinical area visits / family liaison, and attendance at events for both professionals and families to increase Over The Wall's profile. This will include some overnight stays.
- Work consistently to targets and ensure work is delivered in a timely and appropriate manner, producing progress reports as necessary.
- Attend meetings at Over The Wall Office or other locations in the UK as required.
- Attend Over The Wall residential camps and virtual camps as part of the operational staff team, working with children and volunteers attending our camps. This would involve long working hours including day / evening and weekends and being away from home for up to 11 nights. Days off will be given back.
- Hosting visitor sessions or other events at our residential camps.
- Determine and report on resource and collateral needs to support effective recruitment.
- Undertake any other duties as deemed appropriate by the Head of Camper Recruitment and/or CEO that may be required in accordance with the overall purpose of the job.
- Abide by and comply with all Over The Wall policies and procedures, especially those

relating to individual areas of responsibility.

## Person specification/qualifications

### *Skills and Experience*

#### *Essential*

- Based within Greater London, preferably with established connections to diverse communities.
- Experience in developing contacts and building successful relationships with organisations and individuals.
- Excellent communicator; both verbally and in writing
- Excellent organisational skills, prioritising, and workload management skills
- Experience of working with a diverse range of people
- Flexible with a creative approach
- Flexible in working remotely across other geographical regions as required
- Experience of working independently and effective time management
- Experience of working in a goal orientated environment
- Proficient use of Microsoft Office suite
- Excellent presentation and public speaking skills
- Good customer service ethos
- Enthusiastic with a sense of fun
- Ability to work effectively from home.
- Ability to travel easily and regularly throughout the region and the UK, stay away from home and attend UK residential camps.
- Ability to work extended working hours, days, evenings, and weekends to suit the business needs as required.

## Working conditions

Home based in Greater London area with extensive travel in the allocated region (London and South of England) and elsewhere in the UK. There will be a requirement for occasional evening and weekend work as required, including extended working hours when business needs dictate as well as overnight stays. There is also a requirement to work at our residential camps which means residing away from home up to 11 nights, again with extended working hours.

There is, in return, great flexibility in the working hours and days worked, with enhanced leave periods.

## Physical requirements

Over The Wall Camps are busy and active environments, which require extended periods of physical activity, and the lifting of heavy and bulky items, whilst maintaining high energy levels for prolonged periods. When required to attend Camp, there may be instances where assistance is needed to set up activities, support the volunteers and the camp programme.

## Direct reports

None.