

# **Application Pack**

Thank you for your interest in this role; the following information may help you with your application. For more details about our work please see our website: <u>www.bfadventure.org</u>

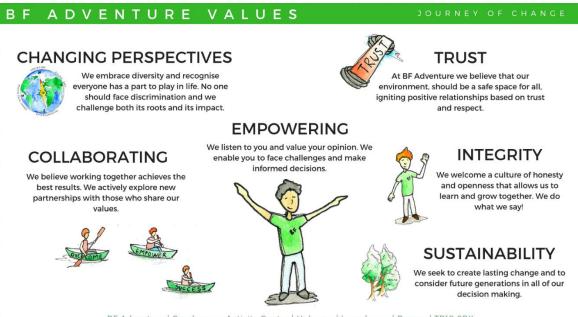
## What you need to know about us:

Via Ferrata Cornwall CIC (launched by BF Adventure) is an award-winning outdoor adventure centre offering unique activities, from Via Ferrata, to Zip Wire Safari, watersports, rock climbing, archery, campsite and more. Offering participants so much more than just an adrenaline rush, these adventures are designed to provide the opportunity to conquer fears, support each other, push their limits and feel a real sense of achievement, with fun at the heart!

All profits from Via Ferrata benefit the work of the charity BF Adventure, and BF's vision and values are at the heart of everything we do:

BF was established 30 years ago and we have developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families. The Goodygrane activity site has four water-filled granite quarries set in woods and heathland where we offer an exceptional range of accessible activities, embedded into accredited programmes as appropriate. Our core motivation is to use this fantastic outdoor environment to positively influence the physical and mental wellbeing of children and young people. BF and VF employ a highly motivated team of permanent staff including instructors, management support and volunteers, plus a flexible bank of part-time and seasonal instructors.

## **Our Values:**



BF Adventure | Goodygrane Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX

BF Adventure TR10 9BX <u>www.bfadventure.org</u> 01326 340912 Charity number: 1071862

Job Description		GEL
Post Title:	Via Ferrata Cornwall Receptionist and Warden	Adventure
Salary Level 2:	£20,784 pro-rata	
Hours:	35 hours per week (5 x 7 hour days, evening and weekend work will be required, standard days work would be Friday, Saturday, Sunday and Monday)	
Responsible to:	Via ferrata Manager	
Supervisory roles:	None	

#### Job Outline:

This front of house role is fundamental to the success of the organisation as the receptionist is often the first person that visitors and young people meet when they arrive on site. As such all visitors should be met with professional warmth. The main purpose of the role is to support the via ferrata programmes over the summer. Additionally, the role includes the use of online systems to manage invoices, some basic financial information input and collation of people information. Checking guests into the campsite or onto activity sessions, helping out with some cleaning duties and acting as campsite warden are also key parts of the role.

#### Main Tasks (not exclusive)

- Meeting and greeting of customers booking on all VF sessions
- Meeting and greeting drop in customers, advising and booking people onto a variety of courses
- Responding to phone calls and lead on following up on answerphone messages
- Monitor and respond to emails
- Meeting and greeting public campers and introducing them to the site and dealing with every day questions campers may have
- Printing off of reports for delivery staff as and when required
- Managing the paperwork from session including collation, scanning and uploading of documents
- Supporting with cleaning of office, toilets and other buildings as required
- Supporting with other tasks such as cleaning of Via Ferrata gloves, preparing equipment for sessions and supporting delivery staff on sessions (within your skill level and training)
- Supporting with lunch time cover as and when required
- Coordinating with the VF manager on a regular basis
- Campsite warden and cleaning duties as required

Due to the varied and ever-changing nature of operations at Via Ferrata you may be required to undertake additional roles, responsibilities and tasks\* as necessary to facilitate operations \*(within your level of experience, training and capability)

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# **Person Specification**

#### **Personal Characteristics**

- Understanding VF's key role in supporting BF Adventure's mission, objectives and values
- Flexible and able to work well as part of a team with a good sense of humour
- Rigorous attention to detail and accuracy, particularly in data and confidential information handling and record keeping.
- Ability to work under pressure and to deadline whilst remaining calm
- Develops new and innovative ways to improve operations of the organisation
- Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organisation
- Anticipates, understands and responds to the needs of clients and volunteers.
- Able to work effectively under pressure including the ability to prioritise own workload in a team setting
- The ability and willingness to work flexible hours
- Experience / Skills
- Experience of the customer service industry
- Enthusiastic about the outdoors
- A good level of computer skills/literacy Microsoft 365, Microsoft Word, Outlook and Excel in particular
- Experience of provision of customer service
- Excellent written and verbal communication skills
- Excellent interpersonal skills friendly, tactful and diplomatic
- Awareness of health and safety issues within the workplace
- Excellent organisational and planning skills.

#### Desirable

- Hold a current, clean driving license and have a car available for business use
- Experience of IT troubleshooting
- Administration and secretarial qualifications

## What next:

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website.
- You can use either the online version of the Application Form or the Word version
- If you choose to use the Word version please save in the following format: Your name receptionist application date and email the form to <u>jobs@bfadventure.org</u> with the email subject Receptionist Application

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