



# Discover Green Careers at Westonbirt

## Recreation Manager

## Job role

To manage the recreation services and team effectively, efficiently and safely.

To deliver events and visitor services functions arising from the Westonbirt Strategic Plan to meet Business Plan targets

## Key Work Areas

### 1. Manage an effective recreation team (20%)

- Lead and supervise the recreation team (events and visitor services), contractors and volunteers
- Develop team members through their individual learning plans

### 2. Deliver high quality recreation operations (20%)

- Manage environmental, health and safety, and quality aspects of the annual large outdoor public events programme
- Prepare and implement strategic and operational planning (events and seasonal)
- Assist with marketing and promotion of events and other seasonal promotions
- Ensure Forestry Commission operational guidance is followed and best practice adopted on all recreation activities

### 3. Manage contracts and contractors effectively (20%)

- Oversee effective contract management, in particular environmental protection, health and safety, quality and best practice
- Liaise with other staff, relevant authorities and other stakeholders in order to achieve Westonbirt and Forestry Commission objectives

### 4. Development of recreation infrastructure and visitor services (20%)

- Manage all aspects of visitor services, events, and formal and information recreation at Westonbirt
- Oversee day-to-day operational management of Westonbirt visitor facilities
- Ensure fully effective and efficient maintenance and management of play facilities, barriers, gates, benches, footpaths, roads, welcome building, admissions area and public toilets

## 5. Manage the recreation department budget (15%)

- Prepare, monitor and review the department budget and resources needed to deliver work programmes
- Manage the events budget and maximise net return for the Forestry Commission
- Ensure financial controls are in place and working effectively for recreation activities
- Maintain and gather data that contributes to district systems and plans

## 6. Training (5%)

- Keep up to date of industry best practice in visitor services and events quality, value and safety