



West Runton Holidays - Holiday Manager

Part Time (22.5 hours per week): flexible working options offered.

This role is mainly remote, working from home, with occasional travel needed to trustee meetings or to visit holidays during Easter and Summer.

Attendance is needed on approximately 5 Saturdays during the year for trustee meetings. The rest of the hours can be worked flexibly.

West Runton Holidays is looking for a new Holiday Manager. This is an exciting opportunity to manage and develop our portfolio of Christian outdoor activity holidays. Working with our team of over 150 volunteers you will have the opportunity to shape the future of our organisation, and help to provide life-changing holidays for over 200 young people every year.

Initial 3 year contract with the option to extend.

About West Runton

West Runton Holidays has been operating since 1919 with an aim to make Jesus known to young people through excellent, exciting Christian adventure holidays and activity camps. Today, it is a volunteer-led charity, overseen by a board of trustees. For more information and to view our Vision, Values and Statement of Faith please [visit our website](#).

Responsibilities

Manage West Runton's Portfolio of holidays by...

- Liaising with Holiday Leaders and team members to share and implement our strategy
- Promoting West Runton holidays through email, social media, our website, our brochure and other marketing
- Overseeing the implementation of our safeguarding policy and procedures
- Distributing our regular prayer letter
- Managing our bookings process
- Ensuring we have the correct insurance in place
- Investigating and promoting partnerships between West Runton Holidays and other Christian Organisations, conferences and churches
- Overseeing the review and implementation of our policies, including activity policies and risk assessments
- Working alongside our finance trustee to help set prices and budgets
- Helping ensure our holidays are inclusive to all by overseeing our additional needs and allergy management plans

Assist the West Runton Holidays Trustees and participating in our community by...

- Working with us to set the organisation's strategy and direction



- Participating in our quarterly trustees meetings and other meetings with trustees as may be required
- Participating in our annual Supporters Day event
- Visiting a selection of our holidays each year

Skills and Experience

Essential

Organisational and IT skills

Strong attention to detail

Collaborative and good at working with people

Experience of safeguarding best practice

Adaptable and good at working independently to solve problems

Willingness to travel around the UK (reasonable travel expenses will be covered)

Desirable

Experience working with children/young people

Experience organising residential events

Experience of designing and managing websites

Experience of email marketing and/or social media

Experience managing finances and setting budgets

Pay and Benefits

£17,500–£21,000 per annum for 22.5 hours/week, depending on experience

25 days of annual leave (pro-rated to 15) plus pro-rated bank holidays

Pension contribution

Notes

A successful application will be subject to an enhanced DBS check

The successful applicant will be expected to speak at internal and external events to share and explain our Christian ethos and mission. In accordance with the equality act 2010 there is a genuine occupational requirement for the successful applicant to be a committed Christian.

Applications

To apply please send a copy of your CV and a covering note to

info@westrunton.org.uk.