



Peak 2020 – At the Movies

Role Description - **STAFF SERVICES MANAGER**

Role:

To assist with the provision of support for Staff at Peak 2020 including catering, childcare and camping facilities.

This position will be advertised, interviewed for and appointed in line with Peak 2020 policy

The appointee will be directly responsible to and supported by the PASS * Director (Peak Admin and Staff Services)

Additional Team Leaders and members will be recruited to support and oversee specific areas

Skills

An understanding of the importance of this provision at a Peak Camp

The ability to communicate in a firm and friendly manner.

Leadership skills to encourage, motivate and support their team leaders and members.

Computer skills to respond to email enquiries and access appropriate reports from the database.

Responsibilities:

1. To appoint a Team Leader to assist with the provision of Staff Childcare facilities for children under 10 years old .
2. To assist with the already appointed Catering Team Leader and to support them in liaison with other Peak Teams as required.
3. To appoint and support a “Front of House“ Catering Team Leader and Team.
4. To insure that adequate and appropriate Camping areas and facilities are provided for onsite staff
5. To liaise closely with Staff Booking Manager regarding numbers and style of camping requested.
6. To liaise with the International team regarding status and requirements for international staff ..
7. To ensure that any information/health forms etc. are distributed appropriately
8. At Peak 2020, to be part of the Central Reception Team
9. To ensure that all expenses claimed are within the Administration/Staff Services Budget
10. To ensure that all team members have completed mandatory Safety training and that appropriate Risk Assessments are provided.
11. To ensure that there is a review /assessment after Peak Camp of the role and areas of responsibility

Please contact the Admin and Staff Support manager if you wish to discuss the role in more detail.

Admin.director@peakcamp.org.uk