Trips and Enrichment Coordinator

Job description and person specification

Job title	Trips and Enrichment Coordinator
School	The Thomas Hardye School
Grade	Grade 9
Reports to	Assistant Headteacher
Responsible for	Coordination of educational visits, enrichment and clubs, DofE provision, adventurous activities and CCF SSI support

Main job purpose

To lead and coordinate the school's educational visits, Duke of Edinburgh's Award, adventurous activities, clubs and wider enrichment programme, ensuring that opportunities are safe, inclusive, well administered and responsive to the needs of students. The post holder will act as the school Educational Visits Coordinator (EVC), support the Combined Cadet Force as School Staff Instructor (SSI), develop partnerships that broaden students' experiences and participation, and oversee the associated systems and budgets.

Main responsibilities and duties

1. Educational visits coordination

- Act as the school's Educational Visits Coordinator and manage the day-to-day operation and administration of all trips and visits in line with school policy, safeguarding requirements, health and safety legislation and current good practice.
- Advise, train and support trip leaders, including delivering CPD on planning, approval processes and proportionate risk assessment.
- Maintain a clear approval timetable and annual visits calendar; monitor deadlines and follow up actions with trip leaders and relevant colleagues.
- Review visit plans and risk assessments for quality and compliance, escalating concerns to the appropriate senior leader and ensuring individual medical, SEND and safeguarding needs are addressed.
- Coordinate operational arrangements including venues, travel and transport, communications with parents, consent and payments, medical and dietary information, staffing, cover notifications and visit packs.
- Liaise with the Medical Office, Pastoral Team, SEND Team, Finance Team and external providers to ensure visits are appropriately supported and suppliers are paid.
- Evaluate visits, record learning and recommend improvements to policy, systems and future delivery.

2. Duke of Edinburgh's Award

- Act as the school's DofE Centre Manager, leading and developing the programme and promoting participation to students and families.
- Maintain accurate eDofE accounts, progress records, enrolments, packs and certificates, and provide regular guidance or drop-in support to participants.
- Plan and coordinate training, parent briefings, practice and qualifying expeditions, celebration events and associated after-school activities.
- Liaise with Approved Activity Providers, external organisations, staff, students and families, and coordinate appropriately trained staff for expeditions.
- Manage physical and financial resources for the programme, including equipment, first-aid provision, purchasing and delegated budgets.
- Where suitably qualified and authorised, lead or supervise expedition activity; otherwise commission and quality-assure appropriately qualified provision.

3. Adventurous activities and wider enrichment

- Develop a varied, inclusive programme of clubs, trips, experiences and courses, including climbing and other adventurous activities, aligned with student need and the school's priorities.
- Identify gaps and opportunities, consult students, families, staff and community partners, and encourage effective participation in the design and review of provision.
- Establish and maintain relationships with voluntary, statutory, private and community providers to extend opportunities and secure high-quality delivery.
- Coordinate whole-school enrichment initiatives and major activity programmes, including end-of-year enrichment where required.
- Monitor participation, quality, equality of access, student feedback and impact, and provide reports and recommendations to senior leaders.
- Promote enrichment opportunities through effective information, communications and events.

4. Clubs and enrichment administration

- Oversee the administration of all clubs and enrichment activities, including registers, schedules, venue and staffing information, participant records and communications.
- Ensure reliable systems are maintained for attendance, consent, safeguarding information, payments, provider documentation and data protection.
- Coordinate with staff and external providers so that activities are appropriately staffed, supervised, risk assessed and evaluated.
- Maintain orderly electronic and paper records and produce management information and reports as required.

5. Combined Cadet Force School Staff Instructor support

- Undertake the school-based coordination and administrative duties associated with the CCF SSI function, in accordance with Ministry of Defence, single-service, school and contingent requirements.
- Liaise with the Contingent Commander, cadet force partners and other contingents to support training, events and enrichment activities in school.
- Support the planning, resourcing, record keeping and safe delivery of cadet activities, escalating specialist military, safeguarding or safety matters to the appropriate authorised lead.
- Maintain confidentiality, security and accurate records for cadet activity and equipment within the limits of delegated authority and completed training.

6. Finance, procurement and resources

- Prepare, monitor and manage allocated budgets for trips, DofE, adventurous activities, clubs and enrichment, maintaining accurate records and value-for-money controls.
- Work with Finance colleagues on costings, parental contributions, supplier payments, purchase orders, contracts and financial reporting.
- Identify funding opportunities and, where appropriate, support bids, partnerships or complementary funding streams that improve access and participation.
- Ensure agreements with providers set out safeguarding, insurance, quality, health and safety, data protection and service expectations.

7. General responsibilities

- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies.
- Promote equality, diversity and inclusion and take practical steps to remove barriers to participation.
- Comply with school policies, including health and safety, data protection, confidentiality, financial procedures and information security.
- Participate in relevant training, professional development and meetings and keep professional knowledge current.
- Undertake other duties reasonably required that are commensurate with the grade and general character of the post.

Person specification

Criteria will normally be assessed through the application, interview, references and, where appropriate, task or presentation.

Area	Essential	Desirable
Qualifications and training	GCSE grade C/4 or above, or equivalent, in English and mathematics.	Relevant qualification at Level 3 or above in education, youth work, outdoor learning, administration, project management or a related field.
EVC and visits	Experience of coordinating complex activities, visits or events and applying risk-management processes. Willingness to complete or refresh EVC training.	Current EVC training; experience of educational visits in a school or college.
DofE and outdoor activity	Knowledge of the DofE framework and ability to coordinate records, training and expeditions.	DofE Manager/Leader experience; appropriate outdoor or expedition qualification, such as Mountain Leader, Lowland Leader or equivalent.
CCF / cadet activity	Ability and willingness to undertake role-specific CCF SSI training and comply with required security, safeguarding and service procedures.	Previous experience in a CCF, cadet force or uniformed youth organisation.
Administration and digital skills	Substantial administrative experience; excellent organisation; accurate record keeping; confident use of Microsoft Outlook, Word, Excel and PowerPoint; ability to learn school MIS and activity systems.	Experience of Bromcom or another school MIS, eDofE and educational visits management systems.
Communication and partnership working	Excellent written and verbal communication; able to train, advise and influence staff and work constructively with students, parents, providers and partners.	Experience of developing partnerships across education, community, voluntary or public-sector organisations.
Planning and judgement	Able to plan multiple workstreams, prioritise competing deadlines, solve problems, make sound decisions within delegated authority and escalate risk appropriately.	Experience managing projects, events or multi-agency initiatives.
Finance and resources	Experience of monitoring budgets, purchasing or financial administration, with a strong value-for-money approach.	Experience managing delegated budgets and provider contracts.
Personal attributes	Calm, discreet, diplomatic, solutions-focused and flexible; able to work independently and collaboratively; committed to inclusion, safeguarding and high standards.	Experience working successfully with young people in an educational setting.
Mobility and availability	Able to travel to off-site activities and work occasional evenings, weekends or residential periods with reasonable notice.	Full driving licence; D1 entitlement or willingness and ability to complete the school's minibus assessment, subject to role requirements.

Working environment and special conditions

- Predominantly school and office based, with regular movement around the site and travel to venues, training, expeditions and partner locations.
- The role may involve outdoor work, uneven terrain, variable weather, residential activity and working outside normal school hours. Any physical activity must be appropriate to the post holder's duties, competence and reasonable adjustments.
- Appointment is subject to the school's safer recruitment checks, including an enhanced DBS check and any additional checks required for regulated, cadet or defence-related activity.
- The detailed allocation of duties will be agreed with the Assistant Headteacher and reviewed periodically to reflect operational need without changing the overall character or level of responsibility of the post.

Approval

Prepared by	Anna Saunders THS Finance & Business Manager	**Date**	November 2026
Approved by	Debbie Shutts WMAT CFO	**Review date**	November 2029