



Role Profile

Job Title

Activities Coordinator

Salary range

Contract

Fixed Term 5th May 2026 – 6th November 2026

Main location

Portland College

Hours and basis

37.5 per week including weekends

Reports to

Activities Leader & Enterprise Manager

Date of issue

March 2026

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The Woodlands Adventure Zone site is a state of the art inclusive adventure facility based at our 32 acre forest campus. The site includes a 7m high climbing tower, with auto belay devices, top roping capabilities, a 90m zip wire and a brand-new Archery range. The Activities Coordinator is vital to support the team in delivering safe and exciting activity sessions, and assisting with admin and maintaining the woodlands.

What you will be doing

The Activities Coordinator will support the operational management of the centre, including but not limited to:

Adventure Zone

- Support and deliver appropriate outdoor activity programmes
- Support the development of new activities
- Planning and preparing activities
- Explaining, advising on and demonstrating activities
- Instructing in specialist areas, Bushcraft, Archery and Harnessed activities
- Ensuring all equipment and facilities are safe, and maintained including outdoor areas.
- Explaining safety procedures
- Maintaining customer service standards
- Attending training courses to ensure qualifications are up to date
- Attending regular team meetings

Health and Safety

- Ensuring compliance with safety regulations
- Ensure a safe workplace environment without risk to health
- Ensure that all Health and Safety policies, procedures, rules and regulations are adhered to and effectively communicated
- Recording and reporting of accidents
- Checking the safety of facilities and equipment
- Ensure all participants complete a Consent Form and are filed correctly
- Safeguard and promote the welfare of children and adults

Administration

- Handle booking enquiries via email, telephone and face to face
- Support the team with queries, complaints, accidents and emergencies
- Produce educational materials
- Promote and support the business including public events
- Support the Marketing Team by attending networking events, conferences externally and internally
- Computer office skills



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Other Duties

- Support the delivery of the Special Educational Needs and Disability programmes, such as:
 - Programme planning, development and delivery
 - Fundraising
 - Monitoring and evaluation
 - HAF (Holiday Activities and Food)

General Responsibilities

- Be proactive in keeping up to date with developments
- Maintain and improve personal competence through continuous professional development
- Take direction on projects and priorities from the Activities Leader, which may vary from time to time
- Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented
- Abide by all organisational policies, code of conduct and practice
- Support diversity and equality of opportunity in the workplace
- Supporting young children and adults with SEND on a daily basis

Key results we want to see from this role

- Positive feedback from members of the public, customers, groups and volunteers
- Engaging and inclusive activities delivered on a daily basis

Dimensions of the role

- To support the smooth running of the Woodland Adventure Zone activities

Key work relationships

- Work closely with the Activities Leader and other members of the team, our volunteers and college staff
- Liaise with all levels, external and internal across the college

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.