



**Kandersteg**  
International  
Scout Centre

# Programme Director

Role details

## Programme Director

The Programme Director (also called Deputy Director for Programme and PD) is a member of the Senior Management Team of Kandersteg International Scout Centre. As Deputy Director for Programme, they are directly responsible for the management of the Programme team. The PD is in charge of the planning and safe delivery of all activities offered by the Centre. They manage and organise the training for Long Term Staff, Short Term Staff, Helpers and Snow and Ice Guides working in the Programme team. The PD helps with setting the operational goals for the Centre, and assists with executing the strategic development goals, in both the short and long-term, as set out by the KISC General Assembly and KISC Association Committee.

If you are interested in managing people, providing our guests with safely run activities, and want to get an insight on how to lead and manage an organisation, we look forward to your application

<b>Duration:</b>	36 months
<b>Start Date:</b>	26 August 2019
<b>End Date:</b>	October 2022
<b>Deadline for applications:</b>	As soon as we find suitable applicant

## Requirements

- Needs to be at least 24 years old
- Is a member of an Association recognized by WOSM/WAGGGS
- Fluent in written and spoken English

# Job Specific Information

## Skills and Qualifications

### Essential

- Experience in Alpine sports, such as hiking, climbing, and skiing and/or snowboarding
- Experience in controlling and maintaining Alpine equipment
- Good understanding of safety in outdoor activities
- Ability to work within an international team of volunteers
- Ability to motivate and lead a team of volunteers
- Leadership & Management skills such as self organisation, self-motivation, stress resistance, work planning, and interpersonal skills
- Computer literacy, proficiency with Microsoft Office Applications
- Willingness to work according to a flexible schedule
- Holds a driver's licence (manual)
- Ability to work well under pressure and within strict timelines

### Desirable

- Has previously been a member of staff team at KISC
- Has experienced the Programme activities (Summer and/or Winter)
- Experience in staff management
- Certification and experience in administration and/or management
- Experience related to budgeting and basic financial management
- Experience in Event Management
- Ability to communicate in German
- Experience of running training sessions
- Mountaineering experience
- Outdoor emergency rescue and/or first aid experience
- Experience in handling customer feedback and complaints

# Tasks

## Main tasks

- Manage the Programme operations including staffing, work plans, budgets and financial goals
- Oversee the development, marketing, administration and running of all the programme activities
- In-charge of ensuring proper risk management in all KISC activities and implemented activity safety procedures are followed by all Staff
- Manage the Assistant Programme Director, Programme Administration Manager, Programme Development Assistant and 3 Programme Assistants
- Manage Short Term Staff, Helpers and Snow and Ice Guides working in the Programme team in the Summer period
- Supervise, run and develop the training of incoming staff into the team
- Train and assess Staff to run KISC's activities
- Produce statements, reports, risk assessments and special analyses on guest participation in activities
- Understand and agree with the principles of risk management practiced by the Centre and develop these standards
- Manage the relationship with suppliers, contracted companies and partners connected to the Centre's Programme services
- Coordinate and plan special events
- Lead the Centre's Emergency Team
- Deputise the Director in their absence

## Other responsibilities

- Deal with any guest enquiries relating to the Centre
- Assist in other areas of the Centre where necessary
- Involve in the execution of the Centre's Operational Plan

# Management

## Scope of management responsibilities and decision making

- Knows the formal and informal team and Centre goals, standards, policies and procedures which include familiarity with other teams
- Agrees timing of physical presence at the Centre with the Director ensuring continuous management attention during normal operational hours
- Is sensitive to the interrelations of both people and functions within the Centre
- On a regular and continuous basis, exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service
- Authority to spend up to CHF 1'000 within the budget

## General management

The Programme Director is part of the Senior Management Team within the Centre, together with the Director and three other Deputy Directors, Internal Services Director, Staff Development Director and Guest Services Director.

## Line manager

The line manager for this position is the Director. The Programme Director has regular meetings with the line manager to cover operational matters, and also has regular one-on-one appraisals.

## Team management

The Programme Director will have regular contact with other members of the Senior Management Team and Long-Term Staff team and it is essential to building a good working relationship and honest communication with them.

## Staff management

The Programme Director manages and supervises the whole Programme team and Short Term Staff leading activities and other staff working on programme related projects.

# Working at the World Scout Centre

## Insurance

- Accident Insurance (provided by the Centre): All staff are insured for accidents, both work and non-work related over the duration of the contract.
- Private Liability Insurance (provided by the Centre): This insurance covers any damage caused by any staff on an object or person.
- Sickness Insurance (provided by the Centre): All LTS will get private sickness insurance if necessary. The deductible (amount each LTS has to cover per calendar year themselves) is, if nothing else mentioned, CHF 300.-. This insurance covers any treatment due to sickness.
- Social Insurance according to the Swiss Law (provided by the Centre): Every LTS must have Social Insurance according to the Swiss regulations. This includes invalidity insurance, maternity leave and old age and survivors' insurance (OASI). More information will be given during training.

## Benefits

- A basic flat in the Kandersteg village
- All meals at the Centre, both while at work and on days off
- 2 days off per week and 20 days of holidays per year
- A Swiss Pass (discount card for transportation in Switzerland)
- Management and leadership training
- Administration of work permits
- Other benefits

## Important Information

### Visa

- Citizens of EU/EFTA countries do not need a visa, and the Centre secures the necessary work permit.
- For citizens of non EU/EFTA countries who have not been Staff at KISC before, we can apply for a 4-month visa, for 4-month contracts. The applicant needs to be under 35 years old for the whole duration of the contract.

- For citizens of non EU/EFTA countries who have been Short Term or Long Term Staff at KISC before, there is usually a very low probability of getting another visa. If the non EU/EFTA applicant is suitable for the role and fulfils specific requirements set by the Swiss authorities, there is a possibility to get a visa for a longer contract.
- The employment is dependent on securing the necessary special permission from the Swiss authorities.

## How to apply

Applications are submitted on the official Kandersteg International Scout Centre [application platform](#) on [www.kisc.ch](http://www.kisc.ch). For inquiries regarding the position, please get in contact with the Staff Development Director, Belinda (FR/VZ) at [sdd@kisc.ch](mailto:sdd@kisc.ch)