



Stanwick Lakes, Stanwick, Northamptonshire, NN9 6GY

March 2026

### **Application Pack for the role of Courses & Workshops Manager**

Enclosed you will find:

- Stanwick Lakes general information
- Job description and person specification
- Recruitment Monitoring Form

The application process for this post is by CV and written statement. Your CV and written statement will be judged against the person specification, which is the list of requirements for this post. You should ensure your written statement addresses each point of the person specification, giving details of the relevant skills and experience you have in each of these areas. Please also complete and return the Recruitment Monitoring Form. This form is managed wholly separately from your application and the information you provide is only used to gauge how effective we are in being open and inclusive in our recruitment processes.

Please send applications to [b.gill@rftrust.org.uk](mailto:b.gill@rftrust.org.uk) (Becky Gill – Heritage Manager at Stanwick Lakes). The closing date for receipt of applications is Sunday 19<sup>th</sup> April 2026 and interviews will take place at Stanwick Lakes in the week commencing 27<sup>th</sup> April 2026.

### **Commitment to equality and diversity**

Rockingham Forest Trust (RFT) aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for the organisation.

Anyone who meets the requirements of this job is eligible for employment within RFT irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job-relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

If you would like this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file please contact us on 01933 625522, [b.gill@rftrust.org.uk](mailto:b.gill@rftrust.org.uk) or at Stanwick Lakes, Stanwick, Northamptonshire NN9 6GY.



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RFT is committed to the Disability Confident Employer Scheme. Where a disabled applicant meets the essential criteria within the person specification for any of the charity's vacancies, they will be guaranteed an interview.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

**Billie Passchier**

Trust Director

**General information for applicants**

RFT's mission is to bring people closer to the environment and its vision is to bring wide-ranging community benefits by creating and conserving special green spaces and exploring local heritage in ways which educate, involve and inspire.

RFT has three core values that support its mission:

- Environmental conservation: We work to conserve, protect and improve the natural environment at Stanwick Lakes
- Celebrating heritage: We explore and celebrate the rich heritage of the site and the Nene Valley
- Engagement and opportunity: We provide multiple entry points for individuals and communities to engage with and enjoy Stanwick Lakes

Stanwick Lakes is a unique 750-acre countryside attraction and nature reserve located in the heart of Northamptonshire's Nene Valley. There are extensive and imaginative play areas, open spaces and paths that families, walkers, cyclists and nature lovers can explore at leisure. The visitor centre with café, shop and function spaces is a central feature of the site, visited by over 300,000 people a year.

Stanwick Lakes is managed as a social enterprise by environmental charity, Rockingham Forest Trust, in partnership with North Northamptonshire Council.

For more details on our activities and programmes visit [www.stanwicklakes.org.uk](http://www.stanwicklakes.org.uk)



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## Role profile for the position Courses and workshops manager

Part time, 12 month fixed-term contract

30 hours generally worked Monday to Sunday, *weekend working is essential to this role*

Reports to the Trust Director

### Role Summary

This is a key role within the Stanwick Lakes team, responsible for leading the further development, delivery and growth of the existing high-quality, income-generating programme of courses and workshops.

Working across heritage, conservation and contemporary themes, the Courses & Workshops Manager will create a cohesive and commercially successful programme that complements and supports the organisation's wider education and engagement offer and aligns with its charitable objectives.

The role will work collaboratively with the Schools & Community Programmes Manager and internal teams to ensure a joined-up approach to learning and engagement, while maintaining a clear focus on paid courses, audience development and programme growth.

This is a **part-time role (30 hours per week, equivalent to 4 days)**. The post holder will be expected to work flexibly, including evenings and weekends to support programme delivery. The post holder will combine strategic planning with hands-on delivery and administration, ensuring that all aspects of the programme - from concept development to booking systems, logistics and delivery - are effectively managed to a high standard.

### Main Duties and Responsibilities

#### Programme Development & Strategy

- Further develop and deliver a diverse, high-quality and financially viable programme of courses and workshops across heritage, conservation and contemporary themes, creating a more cohesive courses offer.
- Work with internal teams (heritage, conservation and nature engagement) to co-create new courses and ensure content is accurate, engaging and aligned with organisational priorities.
- Develop and expand existing course offers, including evolving content currently delivered by the heritage and education teams.
- Identify opportunities to grow audiences and increase income through new formats, themes and partnerships.

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- Contribute to the longer-term strategic development of Stanwick Lakes' learning and programme offer, ensuring cohesion across all strands.

#### Programme Delivery & Operations

- Lead the end-to-end delivery of all courses and workshops.
- Source, brief and manage external tutors, practitioners and facilitators.
- Ensure all courses are fully costed, priced appropriately and deliver income targets.
- Coordinate room bookings, layouts and set-up requirements, working with the administrator.
- Ensure all materials, resources and equipment are prepared, available and fit for purpose.
- Oversee the maintenance and organisation of equipment used within courses.
- Work with the hospitality team to ensure that participant meals are arranged where necessary.
- Support delivery where required to ensure a high-quality participant experience.

#### Administration & Systems Management (working with marketing and FoH team)

- Set up and manage courses within the booking and ticketing systems, including uploading events to the website.
- Monitor and manage ticket sales, bookings and participant data.
- Maintain accurate records of course performance, attendance and income.
- Manage course logistics including registers, joining instructions and customer communication.
- Ensure all administrative processes are efficient, accurate and aligned with organisational systems.

#### Marketing & Audience Development

- Work closely with the marketing team to develop and deliver effective promotional campaigns for courses and workshops.
- Provide content, images and copy to support marketing activity.
- Monitor performance of courses and adapt programming based on audience demand and feedback.
- Develop new and returning audiences, increasing participation and income.

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#### Collaboration & Internal Working

- Work in close partnership with the Schools & Community Programmes Manager to ensure a complementary and cohesive overall learning offer.
- Collaborate with internal teams to maximise opportunities for cross-promotion, shared audiences and joint initiatives.
- Contribute to a positive, collaborative team culture across Stanwick Lakes.

#### General Responsibilities

- Support wider site operations when required.
- Act as key-holder, first aider and fire warden as required.
- Ensure all work reflects Stanwick Lakes' values of conservation, heritage and engagement.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Stanwick Lakes policies.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by Stanwick Lakes.

#### Person Specification for Courses and workshops manager at Stanwick Lakes

Post Title:	<b>Courses and workshops manager</b>
Salary	£28 - £30,000 per annum, dependent on experience
Service Area:	Education/learning
Contract	12 month, Fixed term (potential to extend)

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	DBS checked (can be undertaken by RFT)	Qualified first-aider  Fire warden certificate  A teaching or educational qualification or an events management qualification



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<p>Experience and Knowledge</p>	<p>Experience of working in an educational setting or from an events background</p> <p>Experience of multitasking</p>	
<p>Ability and Skills</p>	<p>Excellent organisational and delivery skills</p> <p>Ability to communicate with a broad range of people verbally and in writing</p> <p>IT skills including confidence in MS Office software</p> <p>Able to work evenings and weekends</p> <p>Able to work alone and take initiative</p>	<p>Knowledge of WordPress administration is beneficial (training can be provided)</p>
<p>Behavioural and characteristics</p>	<p>Confident and personable</p> <p>Proactive and energetic</p> <p>Tactful and diplomatic</p> <p>Trustworthy and reliable</p>	

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## Recruitment Monitoring Form

The data on this form is used for statistical purposes to provide RFT with information to monitor the performance of its Equality Policy. Any reports produced using this information are anonymised. Any information given on the form is treated in the strictest confidence and is not used as part of any selection process.

Name				Date		
<b>1. Disability</b>						
<p>The Equality Act of 2010 defines disability as: “a physical or mental impairment with long term, substantial adverse effects on ability to perform day to day activities.” Below is a list of impairments that would be considered a disability. It is not an exhaustive list and is given for guidance only.</p> <ul style="list-style-type: none"> <li>• Hearing, speech or visual impairments. (If you wear glasses or contact lenses this is not normally considered a disability).</li> <li>• Co-ordination, dexterity, or mobility e.g. spinal cord injury, back problems, repetitive strain injury.</li> <li>• Mental health e.g. depression, anxiety, schizophrenia, bipolar, autism.</li> <li>• Learning disabilities e.g. Down Syndrome.</li> <li>• Other non-visible conditions e.g. diabetes, epilepsy, arthritis, heart disease, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.</li> </ul>						
<b>Do you consider yourself to be disabled?</b>						
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	
If Yes do you have:	Visual Impairment	<input type="checkbox"/>		Cognitive or Learning Disability	<input type="checkbox"/>	
	Hearing Impairment/Deaf	<input type="checkbox"/>		Mental Health Condition	<input type="checkbox"/>	
	Physical Disabilities	<input type="checkbox"/>		Other long term/chronic conditions	<input type="checkbox"/>	
<b>2. Caring</b>						
<p>A carer is anyone who provides unpaid care for a friend or family member who due to illness, disability, or a mental health issue cannot cope without their support.</p>						
<b>Are you a Carer?</b>						
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	
<b>3. Gender Identity. (Please tick one of the boxes.)</b>	Male (including female to male trans. men)	<input type="checkbox"/>		Female (including male to female trans. women)	<input type="checkbox"/>	
	Non-Binary (e.g. androgyne)	<input type="checkbox"/>		Prefer not to say	<input type="checkbox"/>	
	Other (please specify)	<input type="checkbox"/>				
<b>4. Gender Orientation. (Please tick one of the</b>	Is your gender the same as the gender you were assigned at birth?					
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

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<b>boxes.)</b>							
<b>5. Sexual Orientation.</b> <b>(Please tick one of the boxes)</b>	Bi-sexual		Gay Man		Heterosexual/ Straight		Gay Woman/Lesbian
	Other (please specify) ...				Prefer not to say		
<b>6. Marital Status.</b> <b>Please tick one of the boxes.</b>	Civil Partnership			Living with a partner		Single	Married
	Divorced			Separated		Widowed	Surviving Civil Partner
	Dissolved Civil Partnership			Other (please specify)			Prefer not to say

<p><b>7. Ethnicity</b></p> <p>UK citizens can belong to any of the following categories as this question does <b>not</b> relate to nationality. These are the official UK Census 2011 categories</p> <p><b>Which box best describes your ethnic origin?</b></p>
<p>Asian or Asian British</p> <ul style="list-style-type: none"> <li>• Indian</li> <li>• Pakistani</li> <li>• Bangladeshi</li> <li>• Chinese</li> <li>• Other Asian background (please specify) .....</li> </ul>
<p>Black or Black British</p> <ul style="list-style-type: none"> <li>• Caribbean</li> <li>• African</li> <li>• Other Black background (please specify) .....</li> </ul>
<p>Mixed or multiple ethnic groups</p> <ul style="list-style-type: none"> <li>• White and Black Caribbean</li> <li>• White and Black African</li> <li>• White and Asian</li> <li>• Other mixed/multiple background (please specify) .....</li> </ul>
<p>Other Ethnic Group</p> <ul style="list-style-type: none"> <li>• Arab</li> <li>• Another ethnic group (please specify) .....</li> </ul>

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White								
<ul style="list-style-type: none"> <li>• British</li> <li>• Irish</li> <li>• Gypsy or Irish Traveller</li> <li>• Other White background (please specify) .....</li> </ul>								
<ul style="list-style-type: none"> <li>• Prefer not to say</li> </ul>								
<b>8. Religion or Belief.</b> <b>(Please tick one of the boxes.)</b>	Agnostic	<input type="checkbox"/>	Atheist	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>	Humanist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
	Pagan	<input type="checkbox"/>	Rastafarian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Spiritualist	<input type="checkbox"/>
	No religion or belief				Other please specify)			
	Prefer not to say				.....			
<b>9. Age (please tick one box)</b>								
0-21	<input type="checkbox"/>	40-49	<input type="checkbox"/>					
22-29	<input type="checkbox"/>	50-59	<input type="checkbox"/>					
30-39	<input type="checkbox"/>	60-69	<input type="checkbox"/>					
70+	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>					