
30th June 2026

Hello there!

Thanks for showing interest in our post of *Wakefield Team Leader*. The post is permanent and full-time/40 hours per week, though a part-time or job-sharing role will be considered.

In a wide-ranging and challenging role, the successful applicant will be responsible for the day-to-day running of our Wakefield Hub. You must be a dedicated team player with a great capacity for personal creativity and flair. Your responsibilities will include line management duties, Hub development work, volunteer management, some income generation and developing our Wakefield tandem club. At times, you will work alongside adults with all sorts of disabilities and be out in all weathers, in all manner of countryside settings. There would be a need to work one weekend each month, plus some evening work. We can (we hope!) guarantee you will find the work fun, well-respected and very rewarding.

The job includes minibus driving. Thus, it is extremely desirable that candidates have a D1 entitlement. Your job will involve some administrative duties, so some familiarity with computers is essential.

The role would suit an experienced countryside, recreation or disability professional who is energetic, hard-working and able to work unsupervised.

If you like the cut of our jib, please send a detailed covering letter and your CV by 6pm on 19th July 2026. Please refer to our employee specification and other material when doing so - if we say something is *essential* or *desirable* we mean it!

Best wishes,

David

David Shaftoe,
Open Country Chief Officer

JOB PROFILE: WAKEFIELD TEAM LEADER

£35,000 pro rata, based on full-time (40 hours), though part-time working will be considered. The role is Permanent.

JOB PURPOSE: Responsibility for Open Country's work in Wakefield.

RESPONSIBLE TO: Chief Officer and the Open Country Trustees.

MAIN DUTIES AND RESPONSIBILITIES

1. Day-to-day running of the Wakefield Hub.
2. In partnership with the Open Country fundraising team, work to ensure the long-term future of the Hub through contributing to income generation.
3. Line management responsibilities for Wakefield Hub staff (currently 1.1 FTE)
4. Provide some Wakefield staff activity cover.
5. Leading on member recruitment, to increase participation numbers annually.
6. Co-ordinate Wakefield Hub volunteer recruitment, training and resourcing.
7. Publicise and promote the Wakefield Hub.
8. Produce an interesting and enjoyable programme of Countryside Activities.
9. Organise and lead the seasonal Wakefield Tandem Club.
10. Lead weekend activities on one weekend each month, including up to two residential weekends annually.
11. Undertake general Wakefield Hub administrative tasks.
12. Undertake required training e.g MiDAS, Safeguarding and First Aid.
13. Abide by all our Policies, paying particular attention to Health & Safety.
14. Undertake whatever duties are allocated by the Trustees and Chief Officer, to ensure that Open Country offers a high quality and caring service.

Date:

Signed:

Print name:

EMPLOYEE SPECIFICATION: Wakefield Team Leader

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

METHOD OF ASSESSMENT (MOA)	A = Application I = Interview C = Certificate
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SKILLS	Essential	Desirable	MOA
Ability to communicate effectively with a wide range of people.	*		A/I
Ability to organise time effectively.	*		A/I
Ability to work on your own and as part of a team.	*		A/I
Ability to drive safely.	*		A/I
Ability to cycle	*		A/I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
A degree or equivalent in a countryside management or social care related subject.		*	A/I/C
Full driving licence.	*		C
D1 entitlement on driving licence.		*	C
Computer/web/IT literate.	*		A/I
Working knowledge of Wakefield district.		*	A/I

EXPERIENCE	Essential	Desirable	MOA
Paid work experience in a countryside discipline (can include voluntary work).	*		A/I/C
Work experience within a disability organisation (can include voluntary work).		*	A/I
Line management experience.	*		A/I
Experience of working with volunteers.		*	A/I/C
Experience of driving a minibus.		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Sense of humour.	*		A/I
Physically fit and active.	*		A/I
Resourceful, self-motivated and inspiring to others.	*		A/I
Willing to abide by Open Country's Equal Opportunities Policy and Health and Safety Policy when performing their duties.	*		A/I

OPEN COUNTRY – BACKGROUND INFORMATION

Open Country was established in Harrogate in 1990, as a three-year pilot project. Its remit was to help anyone with any disability, be it learning or physical disability, sensory impairment or mental health issue, to access and enjoy the countryside. After the initial three years were over, such a level of expectation had been raised among local disabled people that we have continued ever since! Over the intervening years, we have expanded our activities, so that we currently have over 25 activity clubs working in Harrogate, Barnsley, Ripon, Selby, Wetherby, York, and of course, Wakefield!

Our countryside activities include walking, tandem cycling, outdoor pursuits, wildlife study, nature conservation work parties and countryside outings. Our activities now welcome around 500 people, most of whom have disabilities, on over 10,000 people/activity days annually.

Through our *Countryside Advice Service*, we are involved with the dissemination of information, training and advice on countryside access. We have produced ten *Breakfree* packs, detailing local accessible walks and cycles. We have also produced *Countryside Directories for Disabled People* for North, West, East and South Yorkshire, Lancashire, Teesside and County Durham. With these publications, Open Country truly has regional influence in the field of disability and countryside matters.

For a small charity, we punch well above our weight! For example, we have received the *Queen's Golden Jubilee Award for Voluntary Service* and even visited No.10 Downing Street!

Our Wakefield Hub has been running since September 2017 and at present we support over 100 disabled adults around the wider community to access and enjoy the countryside through a range of popular activities including adapted cycling, conservation work, walking, wheelchair trips and adventure sports. We have an office in Horbury and an operational base at Thornes Park, just south of the centre of the city.

Since 2004, Open Country has been a Company Limited by Guarantee (05155859) and a Registered Charity (1107331). We have two Patrons - Air Commodore Simon Bostock and Lord Willis of Knaresborough and a board of 8 proactive Director/Trustees. There are 12 other staff posts (7.5 FTE) and we are heavily reliant on our 175 fantastic volunteers, including almost 45 in Wakefield district.