

JOB DESCRIPTION

Position details:

Job Title:	Outdoor Activity Instructor Apprentice, Haven Banks Outdoor Education Centre.
Department:	Sport, Leisure & Tourism – Haven Banks Outdoor Education Centre
Hours:	37 hours per week
Status:	Temporary contract (minimum 12 months before EPA)
Grade/Salary:	Outdoor Activity Instructor Apprentice, Haven Banks Outdoor Education Centre. £8,931 pa.
Responsible to:	Chief Instructor and Centre Manager

Job Purpose:

To support the Centres goal in the provision of a high quality outdoor adventure and learning experiences for all ages and ability levels at the Centre.

Main Responsibilities:

- Assist to provide a high quality of group delivery, supervision and development in outdoor learning to varied groups i.e. children, young people and adults. Sessions are required to be adapted to individual needs (which may include those with special needs and challenging behaviours) and also unforeseen situations (i.e. adverse weather).
- Provide, commit to and promote excellent customer service to both internal and external customers.
- Provide a safe but challenging environment which is free from discrimination and encourages learners to develop their own individuality (working during evening, weekend and on residential courses will be required.)
- Adhere appropriately to policies and legislation for outdoor centres, acting within Haven Banks operating procedures and risk assessments to minimise risk to users.
- Be a strong team player working with other leaders, instructors and other agencies to ensure the best possible outcomes for groups and individuals. Advising on own outdoor specialism and training to take the lead in land or water based activities.
- Be responsible for centre equipment including assisting with selection, maintenance and procurement of equipment and also reporting any defective equipment to Lead Instructor. In addition, maintaining Personal Protective Equipment (PPE) to safe working level in accordance with manufacturers' guidelines and national standards.

- Keep all personal memberships and qualifications up to date in line with industry recommendations and requirements (individuals will be required to cover their own costs of NGB membership and certification and residential accommodation as required.)
- Allow adequate time to meet targets and deadlines for completion and submission of all NVQ portfolio and knowledge base work and undertake training and personal development activities as required in line with an agreed training schedule.
- Be responsible for safeguarding and promoting the welfare of learners and act in a professional and responsible manner in line with the College's values and aims.
- Undertake additional duties appropriate to the level of responsibility for the role.

Essential criteria

1. Experience of participating in a variety of adventurous activity programmes with a genuine interest in working in the outdoors and showing commitment to engaging and developing young people and adults in outdoor and adventurous activities.
2. Good verbal and written communication skills demonstrating a professional manner at all times to provide excellent customer service.
3. Ability to work as part of a team and on your own initiative to contribute to progressing your skills and experience in varied activities.
4. Able to work weekends and evenings as required.
5. Able to prioritise work, meet deadlines and be flexible and able to work under pressure and adapt to changing circumstances.
6. Ability to provide support and guidance to students, young people and adults.
7. Commitment to safeguarding and promoting the welfare of children and adults.
8. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

Desirable

1. Experience of working in an outdoor activity environment setting challenging and achievable outdoor activity programmes.
2. Experience of working with, leading or coaching young people or adults.
3. Experience & knowledge of preparing, planning and evaluating your work.
4. Hold any of the following qualifications - BC Paddlesport Instructor, MTE CWA Training/Assessment and National Governing Body Qualifications.
5. Inspection and maintenance of a variety outdoor equipment.