

Job Title:	Outdoor Activity Instructor
Grade:	5
Responsible to:	Deputy Head of Thornbridge Outdoors
Responsible for:	N/A



Job Purpose

To deliver high quality outdoor education activities.

To assist with the daily operations and other development aspects of the centre.

Duties and Responsibilities

1. To deliver high quality outdoor learning experiences to visiting groups, ensuring that agreed service standards and outcomes are met.
2. To contribute to the continuing development of the activities delivered both onsite and offsite.
3. Be willing to participate in outdoor activity training to support the centre programmes as necessary.
4. To contribute to the delivery of a range of educational and personal development courses.
5. To contribute to the day to day running of the centre by welcoming groups, delivering routine fire practices and the issuing and maintenance of equipment.
6. To help maintain our fleet of hire bikes.
7. To participate in the staff development and quality improvement programmes of the centre.
8. To contribute to the general management of the site.
9. Minibus driving as required.
10. To use appropriate IT information systems, maintain confidentiality and observe data protection guidelines.
11. The post will include some evening, weekend and out of hours responsibilities associated with a residential centre that operates throughout 52 weeks of the year.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check.

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by The Immigration Act 2016.

Know your Service Business Continuity Plan and follow the Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: March 24

Person Specification Post Title: Outdoor Activity Instructor

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Experience of providing, or assisting with the provision of, outdoor & environmental education to children and young people in a day centre or residential setting.	Application/ Interview
A good understanding of the place of outdoor and environmental education within the broader schools' curriculum.	Application/ Interview
An understanding of residential education and its place in the student development	Application/ Interview
Awareness of Health and Safety and Child Protection Policy in relation to outdoor education	Application/ Interview
Section Two: Skills and Abilities	
Ability to demonstrate enthusiasm and energy for outdoor learning and activities to visiting groups and their staff.	Application/ Interview
Personal skills to maintain good customer relations.	Interview
A willingness, in time, to be able to deliver the full breadth of activities delivered by the centre.	Interview
Competent in the use of ICT.	Application/ Interview
A good standard of literacy skills with the ability to communicate effectively with visiting groups.	Application/ Interview
Willingness to work flexibly.	Interview
Ability, with training, to drive to the required standard to obtain D1 (minibus) entitlement on driving licence and MIDAS certificate.	
Section Three: Qualifications	
Mountain Training Rock Climbing Instructor Award	Application/ interview

Interest in and potential to gain a range of qualifications for leading adventurous activities including at least 2 of the following: <ul style="list-style-type: none"> • Mountain Training Hill and Moorland Leader or Mountain Leader • British Caving Association Local Cave/Mine Leader • British Canoeing/British Canoe Union qualifications for leading canoeing on a reservoir (sheltered water) • Level 2 Mountain Bike Leader/Coach 	Application/ Interview
Valid appropriate first aid qualification	Application/ Interview
Driving licence	Application
Section Four: Our Values	
People are at the heart of what we do	Interview
Openness and honesty are important to us	Interview
Together we get things done	Interview

Health Risks Specification

Please identify all risks that apply to this post / role

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	Yes
Confined spaces	Yes
Moving and handling includes people and objects	Yes

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Requirement for Laboratory and Pathology staff (including mortuary staff) to be immunised against Hepatitis B and TB (based on job description and person specification)	No
Driver medicals, minibus, forklift trucks and HGV	Yes
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels, as determined by a noise risk assessment.	No
Exposure to excessive vibration levels, as determined by vibration risk assessment)	No
Exposure to skin irritants, as determined by a COSHH Assessment.	No
Exposure to respiratory irritants, as determined by a COSHH Assessment.	No

