

Job Title:	Outdoor Education Instructor
Grade:	6
Responsible to:	Head of Thornbridge Outdoors / Deputy Head of Thornbridge Outdoors
Responsible for:	Not applicable



Job Purpose

To co-ordinate and deliver high quality outdoor education courses and programmes to the clients of Thornbridge Outdoors.

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

To ensure that current best practice in relation to health and safety is followed by and for visiting clients.

Duties and Responsibilities

Outdoor activities:

- To plan, deliver and evaluate high quality outdoor learning experiences to visiting groups, ensuring that agreed service standards and outcomes are met.
- Contribute to the continuing development of the activities delivered both onsite and offsite.
- Be willing to participate in outdoor activity training to support the centre programmes as necessary.

Other responsibilities:

- Liaise with group organisers and visiting staff for the planning and content of programmes to ensure that course aims and outcomes are achieved.
- To co-ordinate a range of educational and personal development courses.
- To contribute to the day to day running of the centre by welcoming groups, delivering routine fire practices, the issuing and maintenance of stores equipment and other duties as deemed necessary by the Centre Manager.
- To participate in the implementation of staff development and quality improvement programmes of the centre.
- To support the development of a variety of teaching approaches and resources which promote client enjoyment and learning.
- Participate in the familiarisation programme for visiting staff – including onsite training.
- To use appropriate IT information systems, maintain confidentiality and observe data protection guidelines.

- Co-ordination (at times) of a small team of instructors delivering an outdoor education programme.

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: November 23

Person Specification Post Title: Outdoor Education Instructor

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Significant experience of providing (not just assisting) outdoor environmental education to young people in a day centre or residential setting, including co-ordinating courses.	Application form / Interview
Experience of developing resources to support an outdoor education programme.	Application form / Interview
Section Two: Skills and Abilities	
Ability to deliver high quality outdoor learning experiences to visiting groups.	Application form / Interview
Flexibility to meet the workload demands of the Centre including flexible hours, evening and weekend work.	Application form / Interview
Section Three: Qualifications	
A range of qualifications for leading adventurous activities including at least two of the following: <ul style="list-style-type: none"> • Mountain Training Hill and Moorland Leader or Mountain Leader • Mountain Training Rock Climbing Instructor or higher award • British Caving Local Cave/Mine Leader or higher award • British Canoeing qualifications appropriate for leading canoeing on a reservoir (sheltered water). • Level 2 Mountain bike leader/coach or higher 	Application form
Valid appropriate first aid qualification	Application form
Driving licence	Application form
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
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	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

