**Activities Instructor**

Job Description & Personal Specification

**Overview**

**Centre:**  Whitemoor Lakes

**Position:** Activities

**Reporting to:** Chief Instructor

**Hours:** 37.5 Hours (Any 5 days out of 7, including evening and weekends)

**Role Type:** Permanent, Full Time, Shift Work

**Overall Purpose:** To ensure delivery of activities and facilitate learning experiences in line with the Organisation’s guidelines for the development of guests who are members of groups served by the Centre.

**Job Description**

* To instruct activity sessions and facilitated learning experiences for residential and day visitor groups as qualifications and internal staff training allow.
* In line with the needs of the Centre to carry out the night porter role (10pm to 8am) average 2 nights per ten weeks.

**To assist the Senior Instructor with all the following:**

* To ensure that all operational procedures are carried out to the required safety standards, and that all equipment is installed and maintained to Health and Safety legislation standards.
* Where appropriate, and in conjunction with the Senior Instructor, help train the activity staff to set standards.
* To liaise with group leader(s) at the start of each session to ensure that there is a mutual understanding concerning the activities about to take place.
* Ensuring that the Instructors’ Code of Practice and handbook is adhered to at all times.
* To establish via the Senior Instructor or the group leaders(s) whether there are any particular needs of the guests, e.g. learning difficulties, physical/emotional problems, and to ensure that any are handled sensitively during the activities.
* To ensure that the activity team is fully aware of the day’s activity programme and any other relevant information that may be required.
* When not on activities, make every effort to keep the team usefully occupied with training, session maintenance and development or other scheduled tasks.
* When requested, to assist with either the maintenance or domestic teams when extra help is required – and to assist in any other aspect that may arise to ensure the smooth running of the Centre.

**This job description dates from October 2019 and may be subject to review at any time as deemed necessary.**

**Personal Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Skills** | * Understands operating procedures and risk assessments.
* Be able to keep neat accurate records.
* Ability to give clear and concise instructions
* Ability to deal with challenging behaviour
* High level of competence in leading activity sessions
 | * I.T Skills
* Experience of general maintenance work
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| **Experience** |

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| * At least 1 seasons experience of working within the outdoor industry
* Leading various activity sessions with a variety of groups
* Talking and liaising with group leaders
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 | * Experience of being responsible for other areas of an activity Centre
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| **Education/****Qualifications** | * The successful applicant will need to hold at least one NGB in paddlesports, climbing or sailing
 | * Any additional NGB’s relating to Activity Centre work.
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| **Job Specific** | * Uphold the foundations and act with integrity and in accordance with the organisation’s values.
* A flexible approach to working hours, ability to work, sometimes, long days for sustained periods
 | * Hold a D1 endorsement on a clean Driving License
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| **Interpersonal** | * A committed team player
* Excellent communication skills
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