**Senior 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 young people who are members of groups served by the Centre.

**Job Description**

* In the absence of the Chief Instructor to oversee the delivery and management of the activities team.
* To make sure all activity programs are delivered to a high standard.
* To deliver a varied programme of activities with the first priority on site and second priority offsite.
* Establish and maintain documented safety standards and operating procedures for all activities.
* Ensure that all operational procedures are carried out to the required safety standards, and that all equipment is used and maintained to comply with Health and Safety legislation.
* Ensure that all activities equipment is maintained in good condition and is inspected on a regular basis reporting to the Chief Instructor any items that require replacing, also ensuring that established records of all equipment are maintained. Ensure that equipment stores are kept tidy and functional.
* In conjunction with the Chief Instructor (and where required, the Personnel Manager) to be involved in the recruitment of all activities staff, training them to the required standard to safely and efficiently instruct the established activities. To regularly monitor their performance, ensuring that they are instructing to the established standards and safety levels.
* To act as mentor for activity students/team – to identify and have oversight of the team’s training and training programme and assist in the implementation of such training.
* To oversee and be responsible for certain members of the Instructional team, to carry out reviews and be the first port of call for minor issues.
* Liaise with group leaders to offer a programme that meets their requirements within the limitations of the activity and instructor team available. To ensure that sufficient staff are on duty to meet the requirements of such programmes and as necessary be involved in the delivery of such programmes.
* In co-operation with the Housekeeper, at peak and pressured times, rota the activities staff for duties on the House Team to help with the smooth running of the Centre and maintain unity of the staff teams.
* Together with the Chief Instructor establish budgets and obtain approval before placing orders.
* Ensure all activity personnel and items of equipment are smart and tidy and that staff uniforms are respected and worn on duty.
* To oversee the pastoral and spiritual needs of the activity team.
* To assist in any aspect that may be required 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** |
| Qualifications | Single Pitch Award qualification or Level 2 UKCC Coach  Level one UKKC coach  First Aid Qualification | Mountain Leader Summer qualification  Other senior NGB qualifications |
| Experience | Working at an outdoor activity Centre  Leading various activity sessions  Talking and liaising with group leaders | Experience in working with people from diverse backgrounds, delivering adventurous outdoor activity packages and personal development programmes  Experience of working in or supervising trainee or junior staff |
| 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 |
| Knowledge & Skills | Basic computer skills.  Have a broad knowledge of various outdoor pursuits. | Be aware of group dynamic, facilitation and good reviewing skills  Knowledge and understanding of legal responsibilities of outdoor provision E.g. AALA, LoTC |
| Interpersonal | A committed team player, be able to listen, share, give and receive support and advice and is able to resolve differences.  Excellent communication skills  Ability to provide support for junior and trainee staff | Previous supervisory and management experience |