

**Activities Instructor**  
Job Description & Personal Specification

**Overview**

<b>Centre:</b>	Whitemoor Lakes
<b>Position:</b>	Activities
<b>Reporting to:</b>	Chief Instructor
<b>Hours:</b>	37.5 Hours (Any 5 days out of 7, including evening and weekends)
<b>Role Type:</b>	Permanent, Full Time, Shift Work
<b>Overall Purpose:</b>	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**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Understands operating procedures and risk assessments.</li> <li>• Be able to keep neat accurate records.</li> <li>• Ability to give clear and concise instructions</li> <li>• Ability to deal with challenging behaviour</li> <li>• High level of competence in leading activity sessions</li> </ul>	<ul style="list-style-type: none"> <li>• I.T Skills</li> <li>• Experience of general maintenance work</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 1 seasons experience of working within the outdoor industry</li> <li>• Leading various activity sessions with a variety of groups</li> <li>• Talking and liaising with group leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being responsible for other areas of an activity Centre</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• The successful applicant will need to hold at least one NGB in paddlesports, climbing or sailing</li> </ul>	<ul style="list-style-type: none"> <li>• Any additional NGB's relating to Activity Centre work.</li> </ul>
<b>Job Specific</b>	<ul style="list-style-type: none"> <li>• Uphold the foundations and act with integrity and in accordance with the organisation's values.</li> <li>• A flexible approach to working hours, ability to work, sometimes, long days for sustained periods</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a D1 endorsement on a clean Driving License</li> </ul>
<b>Interpersonal</b>	<ul style="list-style-type: none"> <li>• A committed team player</li> <li>• Excellent communication skills</li> </ul>	