



Pioneer

MISSION STATEMENT; " To assist all young people in reaching their full potential, by offering Christian love through Sport, Creative Activity and Adventure, in a caring, accepting, safe environment - sharing enthusiasm and building respect and self-esteem through relationships."

JOB DESCRIPTION

TITLE:	SENIOR INSTRUCTOR
RESPONSIBLE TO:	CHIEF INSTRUCTOR
LOCATION:	PIONEER CENTRE
MAIN 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.

DUTIES AND RESPONSIBILITIES:

1. To deliver a varied programme of activities with the first priority on site and second priority offsite.
2. Establish and maintain documented safety standards and operating procedures for all activities.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. Together with the Chief Instructor establish budgets and obtain approval before placing orders.
10. Ensure all activity personnel and items of equipment are smart and tidy and that staff uniforms are respected and worn on duty.
11. To oversee the pastoral and spiritual needs of the activity team.
12. To assist in any aspect that may be required to ensure the smooth running of the Centre.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	<ul style="list-style-type: none"> - Have good organisational skills and able to multitask - Must be flexible, self-motivated, adaptable, and pro-active - Ability to relate to young people - Outgoing personality with a keen sense of humour 	
QUALIFICATIONS	<ul style="list-style-type: none"> - CWI or RCI - First Aid qualification - + 1 more significant qualification 	<ul style="list-style-type: none"> - IRATA / ERCA Generic - RCI / CWDI - NGB qualification relevant to centre work and the outdoors
JOB SPECIFIC	<ul style="list-style-type: none"> - Uphold foundations and act with integrity and in accordance with the organisations' values - Flexible approach to working hours (ability to work long days in a sustained period) 	<ul style="list-style-type: none"> - Hold a D1 endorsement on a clean driving license - Leadership and Professional Development courses that would be helpful for the role - Outdoor Education courses or studies
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> - Basic computer skills - Have a broad knowledge of various outdoor pursuits 	<ul style="list-style-type: none"> - Awareness of group dynamics - Ability to facilitate and review staff progress - Knowledge and understanding of legal responsibilities of outdoor provision (e.g.: AALA, LoTC, etc)
EXPERIENCE	<ul style="list-style-type: none"> - At least 2 years' experience working within the outdoor industry - Leading various activity sessions - Liaising with group leaders and experience in dealing with external companies 	<ul style="list-style-type: none"> - Experience in working with people from diverse backgrounds; delivering adventurous outdoor activity packages and personal development programmes - Experience working with people with disabilities - Experience working with or supervising trainee or junior staff

This Job Description and Person Specification was revised February 2022 and may be subject to review at any time.