

Trendle Farm BRUTON Somerset BA10 0BA England
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Email: personnel@millonthebrue.co.uk



Long Term Instructor 2010

Thank you for your enquiry concerning Instructor positions at Mill on the Brue; attached is an application pack. This includes a job description, job specification and application form. Please complete the application form fully and return via post or email. The Long Term Instructor posts have various start dates from February 2010 with an end of season finish date (between October and December 2010, depending on bookings. If your application is successful we will invite you for interview.

If there is an invitation for interview, applicants will be told what they need to prepare and bring. If successful at interview, start dates will be agreed and details of the training week will be given. **Attendance at the training week is compulsory.** Training will be from 9am on Sunday 21st February until 5pm on Saturday 27th February 2010.

All application forms should be returned to me and include a recent passport sized photograph via:

Email: personnel@millonthebrue.co.uk

Post: John Cox, Mill on the Brue, Trendle Farm, Bruton, Somerset, BA10 0BA, England, UK

Fax: 01749 812706

Long Term Instructor 2010 - Job Description

Established in 1982, Mill on the Brue is a family run, not for profit educational organisation. Based in a beautiful 20-acre river valley site in the heart of Somerset, the Centre provides residential and day courses for various groups including schools, youth groups, adults, special needs and unaccompanied children. We offer a wide variety of activities, – canoeing, archery, climbing, high ropes, assault course, problem solving and educational projects. The Centre is open from the end of January through to the beginning of December.

We firmly believe in developing the whole person – challenging with support – to discover and learn about themselves, the environment, their peers and colleagues. This applies to both customers and staff. We recognise the importance of sustainability and environmental awareness, continuously developing our estate, buildings and projects. These efforts have not gone unnoticed and we have received recognition through various UK awarding establishments. We take pride in maintaining the high quality of our estate, accommodation, our gardens and home produce, our activity delivery and most importantly caring for our customers and staff.

1) Job Role and Responsibility

a) The post of Instructor at Mill on the Brue is a rewarding and responsible position. Applicants should possess excellent team working skills, enthusiasm, commitment, loyalty, reliability and a sense of humour. They are expected to have some previous experience of working with, or looking after children and must have a strong desire to learn and develop. Applicants should have previous instructional experience and hold a BCU (or equivalent) Level 1 Open Canoe Coach or UKCC BCU Level 1 Paddlesport Award. It is essential that applicants have the ability to teach, motivate and provide excellent customer and pastoral care to our customers.

b) Applicants are expected to instruct our full range of activities. Applicants will be continuously assessed for competency and be able to instruct the majority of the activities within one month of appointment.

c) The Centre is residential and there is a 24-hour duty staff rota if aged 21 or over.

d) Instructors are also expected to help in the maintenance of activity equipment and in the upkeep of activity site areas. Training will be provided for these tasks.

2) Pay & Conditions

Training & Supervision – Applicants will be trained, observed and supervised to deliver our full range of activities onsite at Mill on the Brue. The initial training period is 21st – 27th February 2010.

Pay - Is based on an average of 44 working hours per week and based on the national minimum wage. Any additional hours worked will be paid at the end of employment. Pay is monthly in arrears and paid directly into a bank account. The working week is based on working an average of 5.5 days a week with 1.5 days as time off. The working week includes bank holidays and weekends throughout the year.

Holiday entitlement - Will be based on the recognised entitlement pro rata. Holiday cannot be taken during June, July and August.

Contracts - Will be issued within eight weeks of starting employment. There will be a probationary period on starting.

CRB (Criminal Records Bureau) – Applications will need to complete a CRB check if successful at Interview. A list of what paperwork applicants need to bring will be provided prior to attending the interview.

Staff Uniform – Staff are provided with Centre uniform.

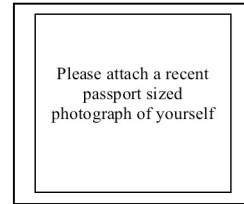
4) Accommodation and Living Costs

- a. Subsidised accommodation is provided by Mill on the Brue in a separate area away from our customers in comfortable heated log cabin style buildings called “the Lodge”. The majority of bedrooms are single, in the event of sharing there is a reduction in charge. There are showers, a kitchen with washing machine, a large living room with TV and a pleasant garden area.
- b. An accommodation deposit of **£100** is payable on arrival to cover any damages or cleaning charges in individual rooms or the communal areas of the Lodge, this will be refunded at the end of contracts less any deductions. Inventories will be checked at the beginning and end of employment.
- c. A designated senior member of staff is responsible for the general area of the Lodge and staff are expected to share the cleaning duties of all living areas with the other residents.
- d. Accommodation and board (which includes food, utility bills and broadband) are heavily subsidised by Mill on the Brue.

| Accommodation and Board Prices | Room Options available | |
|---|------------------------|--|
| | Single Room | Shared Room <small>(Based on two sharing)</small> |
| Accommodation and Full board (includes utility bills and food) | £31.00 £45.00 | £15.50pp £45:00pp |
| Total deductions per week | £79:00 | £62:00 |

Long term Instructor – Person Specification

| Skills | |
|---|-----------|
| Able to follow procedures and systems of work to ensure that safety is maintained at all times | Essential |
| Able to communicate professionally with all types of customers and staff, both internally and externally | Essential |
| Has an enthusiasm and ability to run safe and enjoyable activity sessions, leading by example | Essential |
| Able to undertake a proactive role in activity maintenance and work with other team members | Essential |
| Able to have an adaptable and flexible working approach | Essential |
| Able to work as a team member as well as use own initiative | Essential |
| Commitment to Mill on the Brue's ethos | Essential |
| Able to take and follow instructions at daily team meetings | Essential |
| Has excellent time management skills | Essential |
| UKCC BCU (or equivalent) Level 1 Coach, with relevant safety and skill awards or above (First aid qualifications and membership of the BCU or equivalent must be valid) | Essential |
| Outdoor background and instructional experience | Essential |
| Holds the GNAS (Grand National Archery Society) Archery Leader Award | Desirable |
| Has a clean driving license | Desirable |
| Holds Single Pitch Award Qualification | Desirable |
| Holds a National Pool Lifeguard Qualification | Desirable |
| Has an active interest in environmental issues and the natural environment | Desirable |
| Holds a current recognised First Aid qualification | Essential |



Application Form

1. Application Details

| | | |
|---|---|--------------------------|
| Position applying for (Please ensure you are available for the selection and training dates – see application pack) | Job Title | Please Tick |
| | Long Term Instructor (Starting between March and April) | <input type="checkbox"/> |
| | Summer Instructor (Starting between May and July) | <input type="checkbox"/> |
| What is your preferred start date: | | |
| Do you have any essential dates booked for holidays or courses etc.?: | | |
| Do you have any problems attending any of the selection or training dates: | | |

2. Personal Details (*details are optional)

| | | | |
|-------------------------|----------------------|--|---|
| Mr/Mrs/Miss/Other: | Forename/s: | Surname: | Previous Surname: (please indicate if not applicable) |
| Correspondence Address: | | Date of Birth: (essential for List 99 Check) | N.I Number*: |
| | | Age*: | Gender: M / F |
| | | Marital Status*: | No. of Children*: |
| Contact Telephone No: | Mobile Telephone No: | E-mail Address: | |

3. Present Employment

| | | |
|---|------------------|--|
| Your present occupation: | Present Salary*: | |
| Name of present employer (Company name): | | |
| Employer Contact Telephone Number: | | |
| Address of present employer: | | |
| Post Code: | | |
| How long have you been in this position: | | |
| What is your reason for leaving this position: | | |
| May your present employer be asked for references: (Please circle your answer) | | |
| Yes | No | Other - (Only if offered an interview) |

4. Education

| Dates attended: | | Name of Educational Establishment (starting with the most recent first) | Course studied/exams taken: | Grade awarded: |
|-----------------|----|--|-----------------------------|----------------|
| From | To | | | |
| | | | | |

5. Professional Qualifications and Development:

| | |
|---|-------------------------------------|
| Details of Outdoor Pursuit qualifications and relevant memberships you currently hold: (These must be valid and up to date as we will need to see the originals if selected for interview) | |
| Qualification/Award held: | Expiry Date (if applicable): |
| | |
| Do you hold a current first aid certificate? | |
| If yes, please complete the following details: | |
| Certificate title | |
| Course Length (i.e., 4 hours, 8 hours, 16 hours etc) | |
| Expiry date | |

6. Previous Employment (over the past three years, please start with your most recent employer)

| Date Employed | | Name of Employer | Job Title and Responsibilities | Reason for leaving |
|---------------|----|------------------|--------------------------------|--------------------|
| From | To | | | |
| | | | | |

5. Previous Outdoor Delivery/Working with Children Experience

Please describe any outdoor delivery/working with children experience you have (including the different types of activities you have delivered) and what you could offer in terms of relevant skills needed for the position you have applied for (please continue on a separate sheet if necessary):

- a) Do you hold a full clean driving licence? **Yes** **No**
(You will be asked to bring the original copy to interview if selected)
- b) Do you have any convictions, criminal or motoring? **Yes** **No**
(You will be asked to complete a Criminal Records Enhanced check at interview and your details will be checked if you are successful)
If yes, please provide details.
-
- c) Do you smoke?
- d) Do you have any health conditions or injuries that may affect your job role, if yes please detail?
-
- e) Do you speak a foreign language, if so which ones?



7. Project related skills

Please describe any projects (environmental, educational or maintenance) you have been involved in and relevant skills to outline how these could benefit the working role you have applied for (please continue on a separate sheet if necessary):

| | |
|--|--|
| | |
|--|--|

8. References

Referees should not be members of your family or close friends. They should be someone who has known you in a professional capacity, such as previous employers, teachers or college lecturers and has known you for at least two years. We advise you to seek the permission of the person you have named as a referee before disclosing their information.

| | | | |
|--------------------------------|------------|--------------------------------|------------|
| Name: | | Name: | |
| Job Title/ Position | | Job Title/ Position | |
| Address: | | Address: | |
| | Post Code: | | Post Code: |
| E-mail: | | E-mail: | |
| Contact Telephone Number | | Contact Telephone Number | |

It is Mill on the Brue’s policy to carry out a Criminal Records Bureau (Enhanced) check and take up all references. Please ensure that the information you give, including addresses are correct with postcodes.

a) Please state where you saw the position advertised? _____

b) I understand that any appointment, if offered will be subject to the information in this form being correct and true.

Signature: _____ Date: _____

Please complete this form as fully as possible even if you have enclosed other documentation such as a CV and return it promptly with a recent passport sized photograph to: Personnel, Mill on the Brue Outdoor Centre, Trendle Farm, Bruton, Somerset, BA10 0BA. Alternatively you can email it to: personnel@millonthebrue.co.uk. Any information in this form will be treated in the strictest confidence.