



## Job Description

### Activity Instructor

**Reports to:** Chief Instructor

**Salary:** National minimum wage/living wage

**Hours:** 40 hours per week

**Location:** Mill on the Brue

**Contract:** Temporary

**Level of disclosure check:** Enhanced

#### **Principal contacts:**

##### **a) Internal**

- Operations Manager
- Chief Instructor
- Senior Instructors
- Activity Instructors
- Group leaders

##### **b) External**

- Customers

#### **Main purpose of post:**

To deliver safe, progressive and fun activities to a range of customers and learning outcomes. Also to assist the Senior Instructors and Chief Instructor in day-to-day maintenance activities.

#### **Key Tasks:**

##### **Instructing**

1. Deliver activity sessions in accordance with the Operational Handbook.
2. Tailor reviews to the needs of each group.
3. Take into account the learning outcomes of each group.
4. Instruct a wide variety of groups from across an age range from young children to adults, subject to experience and training.
5. Participate in staff training and potentially assist in or deliver training under the guidance of the Chief Instructor.

##### **Health and Safety**

1. Hold a current First Aid qualification (8 hour or more).
2. Ensure the completion of reports and evidence gathering of incidents where involved.
3. Deliver activities in line with Mill on the Brue health and safety guidelines.
4. Be familiar with all activity and site risk assessments.
5. Ensure personal first aid kit is always stocked.
6. Have a current DBS check (annually) and adhere to safeguarding practices.

[www.millonthebrue.co.uk](http://www.millonthebrue.co.uk)

Trendle Farm, Bruton, Somerset BA10 0BA England

Telephone +44(0)1749 812 307 Fax +44(0)1749 812 706

Email [info@millonthebrue.co.uk](mailto:info@millonthebrue.co.uk)



### **Customer Liaison**

1. Ensure that any complaints are passed onto the Chief Instructor.
2. On occasion, take lead within a school group and liaise with the party leader under the guidance of the Course Leader.

### **Miscellaneous**

1. Liaise with Chief Instructor or Operations Manager regarding faults with equipment/site.
2. Attend morning and evening meeting.
3. Complete activity maintenance checks and report back using the relevant systems.
4. Assist in the mentoring of Group Leaders.
5. Assist in the preparation of the site for groups, weddings and other events.
6. Drive off and on site using centre vehicles (if signed off, over 25 years of age and holds a valid full driving license).

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. A disclosure check will be sought in relation to the successful applicant for this post. This will be shared with Human Resources and may also be shared with the Centre Manager and Directors.