

## **Job Description**

### **Activity Instructor**

**Reports to:** Head of Operations

**Pay:** National Minimum/Living Wage - level dependent on age

**Hours:** 41 hours per week

**Holiday:** 28 days plus Christmas, Boxing Day and New Years Day (pro rata)

**Contract:** Temporary until November 2021

**Level of disclosure check:** Enhanced

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

To deliver safe, progressive and fun activities to a range of customers. To assist the Senior Instructors and Head of Operations in day-to-day maintenance of activity equipment.

#### **Key Tasks:**

##### **Instructing**

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

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

1. Deliver activities in line with Mill on the Brue health and safety guidelines.
2. Be familiar with all activity and site risk assessments
3. Liaise with the Senior Instructors and/or Head of Operations regarding faults with the equipment/site
4. Complete activity maintenance checks and report back using the relevant systems
5. Ensure personal first aid kit is always stocked.
6. Adhere to safeguarding practices

7. Ensure the completion of reports and evidence gathering of incidents where involve

### **Miscellaneous**

1. Attend morning and evening meeting
2. Assist in the mentoring of Group Leaders
3. Assist in the preparation of the site for groups, weddings and other events
4. Drive off and on site using company 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. An enhanced disclosure check will be sought in relation to the successful applicant for this post.

### **Person Specification**

#### **Essential**

- You must also hold the following qualifications:
  - British Canoeing Paddlesport Instructor
  - Valid First Aid certificate (minimum 8 hours)
- Recent experience in delivering adventure, learning and environmental activities to young people
- Proven ability to set goals and review sessions effectively
- Ability to build strong working relationships
- Ability to work flexible shift patterns including evenings and occasional weekends

#### **Desirable**

- Ropes qualifications – eg: SPA, CWA, IRATA, ERCA
- Hillwalking – eg: WGL, ML
- Bushcraft
- GNAS
- Valid Driving Licence
- Able to bring in new ideas and ways of working.