

Job Description

Senior Instructor

Reports to: Head of Operations

Salary: £24,000 per annum +5% pension contribution

Hours: 44 hours per week

Holiday: 28 days plus Christmas Day, Boxing Day and New Years Day

Contract: Permanent

Level of disclosure check: Enhanced

Main purpose of post:

To assist the Head of Operations in the training and supervision of Instructors and Group Leaders. Planning and delivery of activities at Mill on the Brue and at off-site locations. Overseeing both residential and day visit groups to ensure high quality delivery and consistency.

Key Tasks:

Personnel

- Supervise Instructors and Group Leaders
- Training of Instructors and Group Leaders to ensure their readiness to deliver high quality session
- Conducting regular instructor delivery observations and monitoring of programme quality and consistency
- Oversee/run morning and evening meetings
- Delivery of high quality experiential learning to a range of groups

Visiting groups

- Coordinate and oversee individual schools during their stay
- Develop and maintain high quality professional relationships with visiting staff
- Ensure the readiness and accuracy of group paperwork and welcome folders
- Ensure/facilitate every group has a fire drill and understood what is required if one occurs
- Programme checking for all groups

- Course co ordinate residential and day visits including campsite groups when required
- Communicate with schools and parents regarding any medical or SEN needs which may impact sessions/staff or other customers
- Deliver Teacher talks and pass on any information required
- Deliver environmental and trolley talks to visiting groups
- See in and out Individual day visits / be point of call during the day for any Issues
- Ensure we have stock of feminine hygiene products, allowable medicines and toiletries

Summer Camps

- Collect and drop off equipment to campsites daily
- Organise and run off site climbing sessions.
- Far camp/ 24hr runs
- Administering medicals to children
- Contacting parents about issues when appropriate and requested by Head of Ops or Senior Management
- Writing duty/break cover Rota's in conjunction with Head of Ops
- Communicating with housekeeping about duty bed changeovers
- Creating paperwork for individuals (medical forms)
- Plan and organise Far Camp and 24 hour challenge in conjunction with Head of Ops
- Supervise the Stores Assistant in conjunction with Head of Ops

Health and Safety

- Ensure that all Ops team are following the control measures identified in all relevant risk assessments
- Ensure awareness of current best practice and continue to review and amend
- Ensure the Ops team are recording accidents, near misses and incidents in a timely manner and accurately
- Assist in the investigation of accidents, near misses and incidents as required
- Ensure individual first aid kits are replenished weekly
- Ensure there is appropriate stocks of PPE for R's jobs
- Facilitate and provide transport for hospital trips

Maintenance of equipment

- Inventory of all specialist equipment on site with logs of when it was introduced and how long it needs to be in circulation for (buoyancy aids, Metal work and Harnesses)

- Ensure/ Deliver training for staff using any maintenance equipment and making sure they have read appropriate risk assessments associated with that
- Testing new equipment for suitability and safety
- Ensure that all activity areas of Mill on the Brue are kept to the required standard (safety and aesthetically)
- Deal with any broken equipment/problems reported at the end of each working day
- Oversee organise kit rotation and logging of any safety equipment
- Sort out logistics for arrivals and departures, liaising with other teams
- Ensure there are appropriate stocks of PPE for R's jobs
- Maintain up to date COSHH records for ops kit store
- Ensure all reports are regularly and correctly written up

Vehicles

- Drive on and off site when required

Miscellaneous

- Assist in preparation of Longhouse functions including weddings
- Deliver Senior Instructor meeting every morning

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 Personnel and may also be shared with Directors.

Person Specification

You must hold the following qualifications:

- SPA/RCI Award
- UKCC British Canoeing Paddlesport Instructor
- Valid First Aid certificate (minimum 16 hours)

You will also ideally hold at least one of the following:

- ML/WGL Award or equivalent
- ERCA/IRATA

- GNAS
- Bushcraft Instructor
- Valid Driving Licence

Essential

- Recent experience in delivering adventure, learning and environmental experiential learning to young people
- Ability to deliver a high standard of training
- Enthusiasm for the outdoors as a learning environment and a willingness to increase your personal knowledge of the environment
- Demonstrable ability to motivate and act as a role model for other staff
- Ability to build strong working relationships
- Ability to work flexible shift patterns including occasional weekends
- Able to work on a multi level site in all weathers
- A flexible and 'can do' attitude to problem solving
- Experience of effective and complete record keeping

Desirable

- Experience of line managing a team of instructors of varying ability levels
- Building skills
- Experience of developing new programmes
- Experience of linking outdoor education to the National Curriculum
- Experience of working with a variety of client ability levels
- Able to bring in new ideas and ways of working