

Job Description

Senior Instructor

Reports to: Head of Operations

Salary: £26,160 per annum +5% pension contribution

Hours: 44 hours per week - *averaged over the year (no overtime)*

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

Contract: Permanent, after probationary period

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 of sessions.

Key Tasks:

Personnel

- Training of Instructors and Group Leaders to ensure their readiness to deliver high quality sessions, including keeping training records
- Supervise and mentor Instructors and Group Leaders as directed by Head of Operations, including observations for consistency and quality
- Oversee/run morning and evening meetings when required

Visiting groups

- Course co-ordinate residential and day visits including campsite groups when required, including programme checking
- Develop and maintain high quality professional relationships with visiting staff including regarding medical or learning needs of children and passing on to daily information and feedback
- Ensure the readiness and accuracy of group paperwork and welcome folders

- Organise logistics for arrivals and departures, liaising with other teams
- Delivery of high-quality experiential learning to a range of groups

Health and Safety

- Assist in the writing and updating of risk assessments and operating procedures as required, including amendments to ensure best practice
- Ensure that all Ops team are following the control measures identified in all relevant risk assessments and working within Technical Advisor guidelines
- Ensure the Ops team are recording accidents, near misses and incidents in a timely manner and accurately; assisting in investigations as required
- Facilitate and provide transport for hospital trips (where age allows the driving of company vehicles)
- Adhere to safeguarding best practice

Maintenance of activity equipment

- Inventory of all specialist equipment on site with logs, following manufacturer guidelines
- Testing new equipment for suitability and safety
- Be responsible for designated activity areas including overseeing maintenance and safety and ensure accurate and timely record keeping
- Ensure and/or deliver training for staff using any maintenance equipment and making sure they have read appropriate risk assessments
- Ensure that all activity areas of Mill on the Brue are kept to the required standard (safety and aesthetically)
- Maintain up to date COSHH records for Op's kit store, as required by Head of Operations

Summer Camps

- Run Summer Camps weeks when required, in conjunction with Head of Ops and Directors, including collating all relevant paperwork and rotas
- Plan and organise Far Camp and 24-hour challenge in conjunction with Head of Ops, including off site activities
- Attend planning and end of season wash-up meetings

Miscellaneous

- Undertake overnight duty on a regular basis

- Drive on and off site when required (if aged 25 years or older in line with company insurance policy)
- Assist in preparation of Longhouse functions as required

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:

- Valid First Aid certificate (minimum 16 hours)

Plus at least one of the following qualifications:

- SPA/RCI Award
- UKCC British Canoeing Paddlesport Instructor or above

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

- ML/WGL/Lowland Leader Award
- ERCA/IRATA
- GNAS/Archery GB
- Bushcraft Instructor - L2 or above
- Valid Driving Licence

Essential

- AT least 2 years recent experience in delivering adventure, learning and experiential learning to young people (and adults)
- Evidenced 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 and overnight duties
- Able to work on a multi level site in all weathers with good humour
- A flexible and 'can do' attitude to problem solving
- Experience of effective and complete record keeping
- Role model for attitude and best practice with a willingness to develop

Desirable

- Experience of line managing a team of instructors of varying experience levels
- Building/maintenance skills
- Experience of developing new programmes or activities suitable for a range of client groups
- Able to bring in new ideas and ways of working that benefit the company and build on organisational values