

## **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**

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

#### **Visiting groups**

- Course co-ordinate residential and day visits including campsite groups when required
- See in and out Individual day visits / be point of call during the day for any Issue
- 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
- 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
- Programme checking for all groups
- Organise logistics for arrivals and departures, liaising with other teams

### **Summer Camps**

- Run Summer Camps weeks when required, in conjunction with Head of Ops and Directors
- Plan and organise Far Camp and 24-hour challenge in conjunction with Head of Ops
- Writing duty/break cover Rota's in conjunction with Head of Ops
- Creating paperwork for individuals (medical forms)
- Collect and drop off equipment to campsites daily
- Organise and run off site climbing sessions or other offsite activities where appropriately qualified
- Administering medicals to children
- Contacting parents about issues when appropriate and requested by Head of Ops or Senior Management
- Communicating with housekeeping about duty bed changeovers
- 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 we have stock of feminine hygiene products, allowable medicines and toiletries
- 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, helmets and harnesses)
- Testing new equipment for suitability and safety
- Deal with any broken equipment/problems reported at the end of each working day
- Ensure/ Deliver training for staff using any maintenance equipment and making sure they have read appropriate risk assessments associated with that
- 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 ops kit store
- Ensure all R's reports are regularly and correctly written up

### **Vehicles**

- Drive on and off site when required (if aged 25 yrs or older)

### **Miscellaneous**

- Undertake overnight duty on a regular basis
- Assist in preparation of Longhouse functions including weddings

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 or above
- Valid First Aid certificate (minimum 16 hours)

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**

- 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