

## **Job Description**

### **Activity Instructor**

**Reports to:** Head of Operations

**Pay:** £15,969 - £22,215 per annum pro rata (increased in line with NMW increases) + payment for qualifications and incentive package (See instructor package document)

**Hours:** 41 hours per week (averaged over the season)

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

**Contract:** Temporary contracts with 3 month probation period

**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 high quality, engaging activity sessions in accordance with the Operational Handbook
2. Take into account the learning outcomes of each group when delivering activity sessions and tailor reviews to those needs
3. Instruct a wide variety of groups from young children to adults, subject to experience and training
4. 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 and Technical Advisor guidelines
2. Be familiar with all activity and site risk assessments and work within them
3. Complete activity maintenance checks and report back using the relevant systems and liaise with the Senior Instructors and/or Head of Operations regarding faults with the equipment/site

4. Adhere to safeguarding best practice
5. Ensure the completion of reports and evidence gathering of incidents, accidents and near misses

### **Miscellaneous**

1. Attend morning and evening meeting
2. Assist in the mentoring of Group Leaders if required
3. Assist in the preparation of the site for groups 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 hold the following qualifications:
  - BCU Paddlesport Instructor or UKCC/BCU Level 1
  - 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 positive working relationships
- Ability to work flexible shift patterns including evenings and occasional weekends
- Positive attitude and willingness to increase professional knowledge and qualifications

#### **Desirable**

- Ropes qualifications – eg: RCI (SPA), CWI, ERCA
- Hillwalking – eg: Lowland Leader, WGL, ML
- Bushcraft – L1/L2
- Archery GB/GNAS
- Valid Driving Licence
- Able to bring in new ideas and ways of working