

Job Description

Senior Instructor

Reports to: Head of Operations

Salary: £28,462.72 per annum +5% pension contribution

Hours: 40 hours per week - *averaged over the year (no overtime)*

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

Contract: Permanent

Level of disclosure check: Enhanced

Main purpose of post:

To be an exemplary role model to the instructing team through delivering quality sessions to our customers assisting the Head of Operations in the planning and delivering of training to the operations team as well as observing instructor's sessions ensuring quality and consistency.

Key Tasks:

- Instructing exemplary activity sessions.
- Supervise and mentor 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 monitor programme quality and consistency.

Visiting groups

- Co-ordinate and oversee individual schools during their stay.
- Develop and communicate well with party leaders and 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.
- Course coordinate residential and day visits including campsite groups when required.
- 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.

Summer Camps

- Coordinate and oversee Summer Camps: lead a team of Instructors and Group Leaders for 3 - 4 weeks.

- Collect and drop off equipment to campsites daily if required.
- Plan and organise Far Camp and 24-hour challenge in conjunction with Head of Ops
- Creating paperwork for individuals (medical forms).
- Possibly organise and run off site climbing sessions or other offsite activities where appropriately qualified.
- Administering medication to children.
- Possibly contacting parents about issues when appropriate and requested by Head of Ops or Directors.
- Communicating with housekeeping about duty bed changeovers.
- Supervise the Stores Assistant in conjunction with Head of Ops.
- Supervise all Adventure Day Camps ensuring that they run smoothly.

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.
- Ensure individual first aid kits are replenished weekly.
- Ensure there is appropriate stocks of PPE for jobs.
- Facilitate and provide transport for hospital trips

Maintenance of activity 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 that all activity areas of Mill on the Brue are kept to the required standard (safety and aesthetically)
- Oversee organisation of kit rotation and logging of any safety equipment.
- Organise the logistics for arrivals and departures, liaising with other teams.
- Maintain up to date COSHH records for ops kit store.
- Ensure there are appropriate stocks of PPE for all jobs.
- Ensure all 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 at least two of the following qualifications:

- SPA/RCI Award/CWI/ERCA rescuer Trad course
- PSI
- Valid First Aid certificate (minimum 16 hours)
- GNAS
- Rifles
- Bushcraft L2
- ML

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

- Archery GB
- NPLQ
- Valid Driving Licence (D1 helpful)

Essential

- Experience working with children.
- Mature attitude to positively lead a team.
- 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.