Job Title:Activities Instructor

Department: Activities

Location: Avon Tyrrell

Job Holder:

Line Manger: Chief Instructor / Senior Instructor

# KEY PURPOSE

To deliver innovative high quality outdoor learning programmes and training at Avon Tyrrell. Using the stimulating location of the Centre you will support safe delivery of our broad Outdoor Learning portfolio, ensuring the experience of all site visitors meets and exceeds expectations.

As an Activities Instructor you will support the UK Youth’s mission and charitable objectives to maximise Avon Tyrrell’s outdoor learning reputation and provide opportunity for individuals to Experience, Learn and Develop.

# KEY TASKS

1. In accordance with operating procedures, Instruct once fully trained varied outdoor learning programmes across a broad customer base including, schools, Prince’s Trust, NCS, Corporate Management Training’ to continually seek ways to improve the quality of activities and programmes delivered. Meet all Health & Safety requirements including undertaking all relevant training as required by Senior/Chief Instructor.
2. Ensuring work areas, buildings and rooms used for the programmes are kept clean and tidy and in a good state of repair. Any damage to equipment used in the delivery of the programmes is recorded and repaired and where necessary the Senior/Chief Instructor and Head of Maintenance is informed to ensure the damage is repaired within a suitable time.
3. That all accidents/incidents are reported as per Avon Tyrrell procedure and when required to do so taking control of any accidents/incidents and dealing with them in accordance with procedures, including participating in any subsequent investigations/reviews.
4. Dealing with queries and requests from customers participating in Avon Tyrrell programs, taking initial responsibility for issues that arise and liaising with other staff and departments as necessary to ensure they are resolved.
5. Maintain current industry knowledge of all the Departmental Activities including attending relevant conferences and training as necessary and be the lead member of staff for agreed areas with the CI.
6. To present yourself in branded uniform when working with guests or representing UK Youth for offsite activities
7. To be available for “On-Call” duties on a rota with other staff.

# GENERAL

1. Attend one to one meetings and annual appraisals with the CI.
2. Participate proactively in staff meetings, team meetings and other meetings as required. To work effectively with colleagues to achieve objectives and to represent UK Youth at meetings and events as required.
3. Support organisation wide initiatives, colleagues from other teams to achieve their objectives
4. Always to act as a positive ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile.
5. Take reasonable care of own health and safety and for that of others who might be affected by your work, as required by law and described in the relevant operating procedures and policies for your area of work.
6. Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

# RESOURCES FOR WHICH THE INDIVIDUAL IS RESPONSIBLE

Resources: - Equipment, facilities and resources relevant to the jobholder’s delivery of activities

People: - Work Experience, Interns and students and Freelance Contractors from time to time

Equipment: - Activity Equipment, Activity Staff Offices, Activity equipment stored in workshop, Outdoor activity areas, Strawbale classroom, Activity Documentation

# KEY WORKING RELATIONSHIPS

The jobholder is responsible for dealing with a wide range of individuals and organisations, sometimes at senior levels. These include: UK Youth’s Network, customers and potential customers, Members of the public, Chief Executive, Directors and staff of UK Youth, UK Youth’s Trustees and members of the Avon Tyrrell Trust, The Friends of UK Youth and other donors and potential donors, Local councils and Health & Safety bodies

Statement: I accept the terms of the above job description,

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Individual Date Line Manager Date

**Person Specification –** (Note we provide training and development where needed)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
|  | Educated to at least GCSE/NVQ level 2 or equivalent | X |  |
|  | BCU UKCC level 1 coach |  | X |
|  | BCU Foundation Safety and Rescue Training |  | X |
|  | BCU 2 star |  | X |
|  | BCU 3 star |  | X |
|  | BCU - UKCC level 2 coach (assessed) or above |  | X |
|  | SPA assessed |  | X |
|  | ERCA High Ropes Course instructor |  | X |
|  | ERCA traditional High ropes course Rescuer |  | X |
|  | CWA Assessed |  | X |
|  | Walking / navigation qualification |  | X |
|  | Cycling qualification |  | X |
|  | Archery GB instructor |  | X |
|  | At least 1 season of experience of teaching a range of: climbing, abseiling, ropes course, archery, zip wire, problem solving, mountain biking, bushcraft, raft building | X |  |
|  | Pool Lifeguard Qualification |  | X |
|  | An interest in development training and/or environmental activities |  | X |
|  | Experience of working effectively with a wide range of people, including building and maintaining good relationships | X |  |
|  | Good IT skills |  | X |
|  | A general knowledge of Health and Safety issues relating to the provision of activities and a residential environment | X |  |
|  | A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results, working efficiently without constant supervision and promoting the organisation at all times | X |  |
|  | Discretion and judgement, and experience of dealing with sensitive information | X |  |
|  | Good time management skills | X |  |
|  | Flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours, travel and make overnight stays away from home. | X |  |
|  | Empathy with the needs of young people | X |  |