

### Details of the job

Post title:	Apprentice Outdoor Activity Instructor
Salary grade:	Apprentice NMW £3.90 per hour
Contract:	Full time, 37.5 hours per week
Location:	Based at Longtown Outdoor Learning Centre
Reports to:	Head of Centre

### Overall purpose of the post

To assist in the delivery of high quality programmes of residential outdoor education, personal and social development in a residential setting for children, young people and adults.

### Principal responsibilities

1. To assist with the delivery of high quality programmes of outdoor and adventurous activities.
2. To help ensure the health and safety of visiting groups through adherence to the centre's policies and procedures relating to health and safety.
3. To help ensure that accompanying staff / visiting staff are fully briefed and clearly understand their responsibilities and duties during the visit / programme.
4. To assist with the maintenance and cleaning of accommodation, catering and activity equipment used by the client groups.
5. To help implement a regular system of safety checks on activity equipment and to help with appropriate record keeping.
6. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
7. To ensure that reasonable care is taken at all times for your health, safety and welfare and that of other persons, and to comply with the centre's policies and procedures relating to health and safety.
8. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## PERSON SPECIFICATION

Post Title:	Apprentice Outdoor Activity Instructor
Grade	Apprentice NMW

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	This post requires satisfactory clearance of an enhanced Disclosure and Barring Service check.	5 GCSE's at Grade C or above including Maths and English  Personal skills awards in Outdoor Activities e.g. BCU star awards, NICAS, D of E, Scouts etc.  A full driving licence
<b>Experience and Knowledge</b>	A developing understanding of local and national issues relating to outdoor education.  Some personal experience of Outdoor and Adventurous Activities.	Personal experience of Residential Outdoor Education  Knowledge and experience of working with children and young people.  Experience of First Aid
<b>Ability and Skills</b>	Good organisational skills.  Good communication skills.  Good ICT skills.  Evidence of resourcefulness and commitment.	
<b>Equal Opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	