

Job Description

Job Title: Activity Instructor

Responsible to: Senior Instructor

Job Purpose: To lead participants in the daily running of all activities and educational programs at the Centre, ensuring sessions are delivered safely, to a high and professional standard reflecting the Trust's mission and purpose.

This is a leading role requiring sound knowledge and practical experience of outdoor education and adventurous activities. Instructors will have experience, qualifications, and abilities to lead in all aspects of day-to-day session delivery.

Main Responsibilities

- Deliver safe and effective activities in accordance with the Trust's aims and objectives, always seeking to exceed client expectations.
- Provide briefings to clients, explaining and demonstrating activity content as appropriate.
- Always ensuring excellent customer service
- Keep activity records as appropriate
- Ensure the welfare and safety of clients throughout courses.
- Be responsible for personal health and safety and conversant with current legislation relevant to the safe running of activities/programmes.
- Undertake regular checking and maintenance of equipment as necessary and in compliance with relevant guidelines/regulations.
- On occasions be part of the Duty Team, required to be first point of contact for external groups including evenings, over nights and weekends.
- To lead activity sessions as deployed by the Senior instructor
- To ensure and follow-up on, the reporting and recording of hazards, accidents and near accidents working within the Centre's policies and procedures
- To contribute positively to the aims and objectives of Cobnor Activities Centre Trust
- To carry out any other duties as requested by the Head of Centre

Activities Instructor Specification

Applicants must hold a range of NGB qualifications and subsequent experience, to include at least 1 seasons experience within an activity centre setting.

Role specification	Essential	Desirable
On appointment, will hold a minimum of one valid and relevant qualification from the following: British Canoeing Level 1 Coach with tidal experience, or RYA Dinghy Instructor with tidal experience	✓	
Qualifications and/or experience in Archery, Climbing or Mountain Biking (BSCA or equivalent)		✓
Experience in land-based activities to include Low Ropes, Orienteering, Problem-solving, Team Building and Initiative Exercises. Additional training will be given		✓
Willing to develop their own capabilities and qualifications	✓	
A high level of interpersonal skills and team values	✓	
Good communicator	✓	
Good organisational skills	✓	
Good logistic and IT skills		✓
First Aid qualified (training can be given)	✓	
To be able to work as part of a team and independently	✓	
To work within Centre policies and procedures	✓	
Driving Licence		✓
To be able to reflect the ethos of the Trust and uphold its mission and its values	✓	
Completion of The Disclosure and Barring Service (DBS) process	✓	
Ability to remain calm in difficult situations and identify solutions to problems	✓	
Minibus Driving Licence with D1E or equivalent		✓
Competent in supervising and developing others, in the safe performance of their duties to lead outdoor activities		✓