

Job Description



Job Title: Chief Instructor

Responsible to: Head of Centre

Job Purpose: To coordinate the daily running of all activities and programs at the Centre and lead the activity staff team. To delegate tasks where appropriate, and to assist the Head of Centre to ensure that activity sessions are delivered safely and to a high and professional standard, reflecting the Trusts mission and purpose.

This is a supervising and coordinating role requiring sound knowledge and practical experience of outdoor education and adventurous activities. The Chief Instructor will have experience, qualifications and abilities to develop and coordinate programmes while supporting and deploying staff accordingly.

Responsibilities

- To ensure all programmes and activities are staffed according to the Centre's policies and within the National governing bodies guidance
- To lead and co-ordinate sessions and operational programmes as developed by Outdoor Education Development Manager (OEDM)
- To lead and deploy the activity staff from the daily staff briefings
- Be part of the Duty Team and support the Head of Centre in the day to day running of the Centre. Create rota cover for the first point of contact for external groups, this includes overnight duties, evening and weekend working
- Complete supervision and activity monitoring checks for activity staff including volunteers and work experience placements
- To deputise for the Head of Centre during periods of absence and deliver the daily operational staff briefings
- Support the Head of Centre with all National governing body inspections, leading on all outcomes of these inspections
- To ensure the correct reporting and recording of incidents, accidents and near misses; to advise appropriate actions to reduce risks and /or harm.
- Lead all safety equipment checks to include maintenance and safe use and storage of all activity kit including PPE equipment
- Co-ordinate all training and supervision for activity staff, to the Trust's requirements
- To carry out any other duties as requested by the Head of Centre

Person Specification - Chief Instructor

Applicants must hold a range of NGB qualifications and leadership experience to include at least 2 years' experience at an activity centre.

| Role Specification | Essential | Desirable |
|--|-----------|-----------|
| To hold two of the following qualifications: British Canoeing Level 2 coach with tidal experience or equivalent, RYA Senior Dinghy Instructor with tidal experience, Dinghy Instructor with tidal experience with significant experience to achieve RYA Senior instructors, Degree in appropriate subject or Qualified Teacher Status (QTS), DofE assessor and or Leader | ✓ | |
| To hold two NGB Qualifications and significant experience in either Low Ropes, Archery, Climbing, Mountain Biking or walking or any other equivalent outdoor activity awards | | ✓ |
| Understanding of the Health and Safety issues required in a busy Outdoor Education and Adventure Residential Centre. | ✓ | |
| To be familiar with timetabling and rostering of staff and the importance of staff to activity ratios | ✓ | |
| 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. | ✓ | ✓ |
| To be able to work as part of a team and independently | ✓ | |
| To work within Centre policies and procedures | ✓ | |
| 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. | ✓ | |
| Experience and/or qualifications in general Health and Safety, e.g. PPE inspection, Risk assessment, | | ✓ |
| Minibus driving licence with D1E or equivalent. | | ✓ |
| Competent in supervising and developing others in the safe performance of their duties to lead outdoor activities. | ✓ | |