

## Job Description



**Job Title:** Senior Activities Instructor

**Responsible to:** Chief Instructor

**Job Purpose:** To assist the Chief Instructor in the training and supervision of Instructors, in planning and delivering activities at Cobnor Activities Centre Trust (CACT). Overseeing both residential and day visit groups ensuring safety, quality and consistency

Lead the daily staff meetings. Be available for 'duty cover' to include evening and weekends. Be an active role model, in upholding CACT's standards.

### Responsibilities

- Support the Chief Instructor in monitoring performance and signing off Instructors via ongoing activity supervision activity.
- Develop activities and resources and take responsibility for specific activity areas and program.
- To oversee both residential and day visit groups to ensure Instructors are delivering quality and consistent activities to CACT policies and procedures.
- To keep the Chief Instructor informed of daily events with groups, activity equipment and Instructors.
- To instruct on a wide variety of groups with a range of different outcomes.
- To be shadowed on sessions by new and existing staff as part of the sign off process and individual continued professional development.
- Act as "Duty cover" for the Centre during weekends, ensuring all aspects of the Trusts operations are operational.
- Complete equipment checks and coordinate Instructors to complete checks and other maintenance tasks.
- Be a point of contact for first aid incidents within their ability and assist Chief Instructor/Operations Manager with bigger incidents.
- Co-ordinate summer camps in conjunction with the Chief Instructor.
- Assist in the completion of daily operational administration such as compiling group paperwork, creating daily plans and have an active role in checking programmes for errors and suitability
- To carry out any other duties as requested by the Head of Centre

### Person Specification Senior Activities Instructor

Applicants must hold a range of NGB qualifications and subsequent experience to include at least 1 season's experience at an activity centre.

Role Specification	Essential	Desirable
Two hold two of the following qualifications: British Canoeing Level 2 coach with tidal experience or British Canoeing Level 1 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 within 3 months, RYA Powerboat Instructors.	/	
Qualifications and experience in Archery (GNAS) Climbing (CWA) or Mountain Biking (BSCA) or equivalent		/
Experience in land-based activities to include Low Ropes, Orienteering, Problem-solving, Team building and Initiative Exercises.	/	
Understanding of the Health and Safety issues required in a busy Outdoor Education and Adventure Residential Centre.		/
Ability to work as part of a team and on your own initiative.	/	
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	/	
Driving licence		/
To be able to reflect the ethos of the Trust and uphold its mission and its values.	/	
Completion of a The Disclosure and Barring Service (DBS) process.	/	
Minibus driving licence with D1 or D1E or equivalent.		/