

JOB DESCRIPTION

JOB TITLE: Outdoor Adventure Instructor

ROLE OVERVIEW

Job Title: Outdoor Adventure Instructor

Grade: EC4

Contract Hours: 37 hours per week

Contract: Support

Faculty: Business, Tourism, and Adventure

Responsible to: Centre Manager

Functional Links with: Centre Manager and Deputy Centre Manager; Centre and Faculty Staff; Centre Administration

KEY ROLE OBJECTIVES

To support the Centres goal in the provision of a high-quality outdoor adventure and learning experiences for all ages and ability levels at the Centre.

1. MAIN RESPONSIBILITIES

- 1.1 To contribute to the planning and implementation of the Centres activity programme.
- 1.2 To actively commit to and promote Customer Service Standards both with internal and external customers.
- 1.3 To manage all aspects of the development and delivery of outdoor activity programmes appropriate to groups.
- 1.4 To manage the Exeter College's Duke of Edinburgh's Award provision and share responsibility for the planning, implementation, and delivery of Duke of Edinburgh's Award Expeditions under the centre's Approved Activity Provider recognition.
- 1.5 To support, lead and deliver Ten Tors training as the centre programme requires.
- 1.6 To supervise groups to the high standards of the Centre and the relevant National Governing Body Awards.
- 1.7 To maintain a positive approach to working with children, young people and adults who may have special needs and/or display a variety of attitudes and behaviours.

2. CREATIVITY AND INNOVATION

- 2.1 To ensure the delivery of a high-quality outdoor learning experiences suitable for all children, young people and adults within the Centre.

- 2.2 Adapting sessions to the particular needs of children, young people and adults and/or unforeseen situations (E.g. SEN, SEND & EBD young people and environmental conditions such as adverse weather)
- 2.3 Weekly monitoring of the group and individual's development.
- 2.4 Adhere to the policies and legislation for outdoor education centres and act within the operating procedures.

3. COMMUNICATION

- 3.1 To work alongside leaders, Instructors and other agencies; to ensure the best possible outcomes for groups and individuals.
- 3.2 To play a full part in the team approach at the Centre.
- 3.3 To advise other staff on areas of outdoor activity specialism's and lead on water based and land based activities.

4. LEVELS OF RESPONSIBILITY

- 4.1 To prepare and develop a safe but challenging programme of outdoor learning activities for a range of ages and abilities.
- 4.2 To deliver outdoor learning on a daily basis including evening and weekend sessions, residentials, expeditions and Duty Instructor responsibilities.
- 4.3 To be responsible for designated land and water based activities of the outdoor programme.
- 4.4 To ensure a link between the outdoor learning programme and the classroom based learning of each student.
- 4.5 To be available to work weekends and evenings and to carry out Duty Instructor duties.

5. RESOURCES

- 5.1 Responsible for the selection, procurement, and proper application of a range of specialist outdoor learning equipment.
- 5.2 Maintain Personal Protective Equipment to a safe working level in accordance with manufactures guidelines and national standards.

6. ADDITIONAL DUTIES

- 6.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

- 6.2 Be responsible for safeguarding and promoting the welfare of learners.
- 6.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility.
- 6.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: Sep 2023

Person Specification

JOB TITLE – Outdoor Adventure Instructor

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of delivering adventurous activity programmes to a diverse range of individuals and groups of all abilities. (A)
- Experience of delivering multi-activity programmes and courses. (A)
- Experience of delivering hill and moorland walking activities (A)

Desirable Criteria

- Experience of delivering to 16–19-year-old FE students (A/I)
- Experience of mentoring (A/I)
- Experience & knowledge of planning, delivering, and evaluating expeditions, residentials, both county wide & further afield. (A/I)
- Experience & knowledge of planning, delivering, and evaluating Ten Tors Training & DofE expeditions. (A/I)

Skills and Abilities

Essential Criteria:

- Ability to set challenging, achievable targets for outdoor programmes (A/I)
- Good verbal and written communication (A/I)
- Ability to adapt to changes in circumstances (A/I)
- Willingness to work evenings and weekends (A/I)

Desirable Criteria

- Maintenance of PPE and other outdoor equipment (A/I)

Personal Qualities

Essential Criteria:

- Ability to work in a team and on your own initiative (A/I)
- Able to prioritise work and meet deadlines (I)
- Ability to provide support and guidance to students and young people (I)
- Flexibility and ability to work under pressure (I)

Desirable Criteria:

- Willingness to undertake further qualifications or training (I)

Qualifications

Essential Criteria

- MTE Mountain Leader or Hill & Moorland Leader with MTE Camping Leader. (A)
- RYA Dinghy Instructor. (A)
- BC – Paddlesport Instructor with Personal Performance Awards in Stand Up Paddle Boarding, Canoe & kayak (A)
- MTE – Climbing Wall Instructor, with Abseil Module (A)
- PCV or D1 driving licence with trailer/towing category. (A/I)

Desirable Criteria

- Hold one of the following: BC White Water, Canoe, Sea or SUP Coastal Awards (A)
- MIAS Level 2 Mountain Bike Leader. (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

Reviewed: Sep 2023

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.