

Outfit-Moray

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Seasonal Outdoor Instructor
LOCATION: 15 Shore Street, Lossiemouth,
MORAY
DURATION: 19th March to 17th August 2012
(5 months)
SALARY: £18,000.00 per annum pro rata
paid monthly in arrears (£7,500 for 5 months)

JOB DESC. Ref No: 09/12
ACCOUNTABLE TO: Chief Instructor
TERMS / CONDITIONS: As supplied with
Contract.
NON RESIDENTIAL: There is no
accommodation provided with this post.

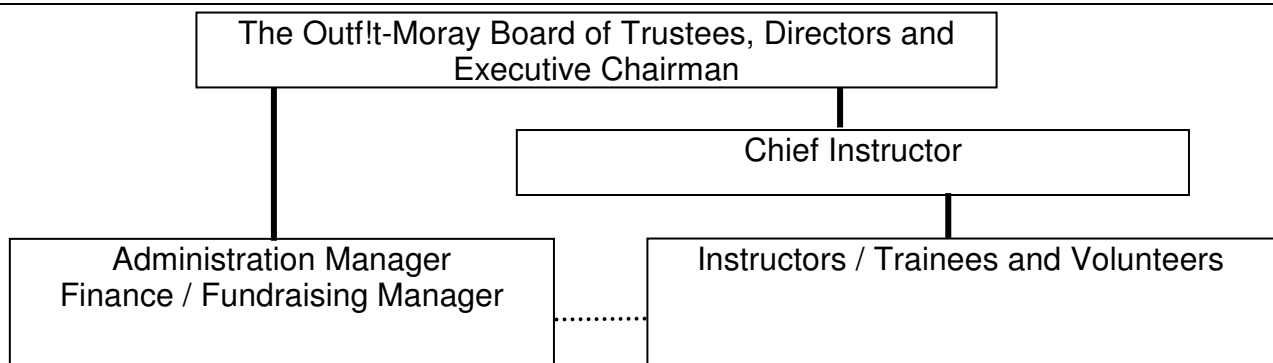
2. JOB PURPOSE

To assist in the day to day operation of Outfit-Moray and contribute to the overall development of the project. To instruct, guide, lead and support participants engaged in outdoor education programmes.

3. MAJOR TASKS

1. Instructing and leading groups in a range of activities.
2. Assist in the maintenance and management of equipment, stores and minibus
3. Maintain a positive and supportive culture.

4. REPORTING RELATIONSHIPS



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5. ACTIVITIES

5.1. Instructing and leading groups in a range of activities.

- 5.1.1 Deliver activities, events and programmes to young people, families and adult groups.
- 5.1.2 Instruct, lead or guide participants and groups in specific outdoor techniques and skills
- 5.1.3 Manage safety in line with current operational procedures, codes of practice and arrangements.
- 5.1.4 Motivate and support young people through appropriate techniques and styles of leadership.
- 5.1.5 Where appropriate and within range of ability provide advice to young people.
- 5.1.6 Seek support and advice from the Chief Instructor regarding any confidential matters.
- 5.1.7 Maintain a professional approach at all times.

5.2. Maintenance and management of equipment, stores and minibus

- 5.2.1 Manage routine maintenance of general outdoor equipment including washing, cleaning, drying and storage as requested.
- 5.2.2 Assist with occasional checks and appropriate servicing of safety critical equipment as required.
- 5.2.3 Ensure that the store is kept clean and tidy.
- 5.2.4 Ensure that any equipment that is lost, broken or damaged is brought to the attention of the Chief Instructor.
- 5.2.5 Undertake weekly minibus safety checks

5.3. Maintain a positive and supportive culture.

- 5.3.1 Address negative behaviour in young people by developing a culture where positive behaviour is the norm.
- 5.3.2 Work with staff and volunteers to, as far as possible, align values and beliefs and support positive attitude and behaviour.
- 5.3.3 Create a positive environment where people are valued and supported. Support the team and attend meetings and reviews.
- 5.3.4 Be clear on the vision and purpose, understand the strands of Outfit-Moray and associated aims.
- 5.3.5 Celebrate Success and Live the Outfit-Moray values.

HEALTH AND SAFETY

Outfit-Moray has a range of policies and operating procedures to comply with all health and safety requirements and provisions, ensuring that safe working practices are adopted and that all equipment is operated safely. All staff have a duty to comply with these arrangements and to bring to the attention of management any deficiencies or concerns.

1. Outdoor Activities – A specific risk assessment has been carried out for each activity and operational procedures produced to ensure as far as reasonably practical that measures are in place to minimise any risks to staff and participants.

2. Control of Substances Hazardous to Health (COSHH) – Chemicals used in the cleaning and maintenance of outdoor activity equipment must be handled and stored appropriately in line with the manufacturers instructions. Where appropriate Personal Protective Equipment (PPE) is provided.

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3. Emergencies – Specific procedures have been developed to deal with emergencies.

4. Policy and Procedure on Personal Safety – Specific procedures have been incorporated into the operational policy of the project and will be included in the induction process

5. First Aid – All staff are required to undertake first aid training to at least enhanced emergency aid level (2 day course)

6. Manual Handling and Lifting - Where necessary, specific training will be given on manual handling. It is recognised that many governing bodies of sport now include this as part of their training.

WORKING CONDITIONS (some basic information).

- Fixed 5 month contract with a probationary period of 1 month
- 37.5 hours per week including regular evening and weekend working
- 10 days leave during the contract period
- An equipment allowance of £100
- £50 contribution per annum towards mobile phone costs
- Support and supervision is provided by the Chief Instructor
- In-house training and development opportunities
- Please note this is a non-residential post

The Outfit-Moray Culture – ‘We actively develop potential’ both in young people and our team of staff and volunteers. You will be working in a small dedicated highly motivated and close-knit team. There is always support available and we help each other in order that we provide the best possible service to our young people and the agencies that support us. We don’t stand still, we believe in continual improvement and as such you will be working in a dynamic creative and fun environment.

DISCLOSURE - This Post is subject to an Enhanced Disclosure Scotland check (Police check), the results of which might impact on your suitability to work in this post.

NOTE: The Job Description is intended to give applicants a reasonable overview of the job, what it involves and how we work. It is not intended as an exhaustive list of every aspect of the post-holder’s duties.

PERSON SPECIFICATION

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POST	Seasonal Outdoor Instructor	JOB REFERENCE No.	09/12
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The following Person Specification should be read in conjunction with the Job Description related to this post. It is designed to give applicants a broad picture of the qualifications, skills, qualities and experience required to carry out the job.

REQUIREMENT	ESSENTIAL	DESIRABLE
Training and Qualifications	<ul style="list-style-type: none"> ● Level 2 coach. Either UKCC or BCU/SCA in Open Canoe or Kayak ● SPA (Single Pitch Award) ● TCL (Trail Cycle Leader) ● Full driving licence with D1(minibus) ● Current First Aid Award (2 day) 	<ul style="list-style-type: none"> ● SCA (BCU) level 3 coach in open canoeing or inland kayaking. Or UKCC Level 2 with Moderate water in Open canoe or Kayak ● GNAS (Archery Leader) ● Bushcraft (experience of running sessions) ● Summer ML ● Full Driving Licence with D1+ E (Mini Bus with trailer test) ● Other awards and qualifications (e.g. SRT 1, Surf Aid and Rescue Award) ● Child Protection Training
Experience	<ul style="list-style-type: none"> ● Previous experience in leading groups of young people outdoors ● Experience of maintaining and servicing outdoor equipment ● Must be able to contribute to the risk assessment process ● Must be familiar with the general principles of safe practice in outdoor activities ● Have a good working knowledge of child protection issues 	<ul style="list-style-type: none"> ● Experience in working with volunteers ● Experience in working with people with challenging behaviour.
Leadership Skills	<ul style="list-style-type: none"> ● Must be an confident and effective communicator, able to interact and communicate with young people and colleagues ● Ability to motivate young people ● Ability to adapt leadership style and approaches 	
Organising & Management Skills	<ul style="list-style-type: none"> ● Ability to effectively manage and co-ordinate resources ● Ability and willingness to monitor analyse and evaluate work relating to agreed outcomes 	<ul style="list-style-type: none"> ● Ability to plan and organise dynamic outdoor activity programmes ● Familiarity in different evaluation techniques
Administration Skills	<ul style="list-style-type: none"> ● Familiar with computer programmes such as word, excel, outlook and internet ● Ability to undertake day to day administration 	
Teamwork Skills	<ul style="list-style-type: none"> ● Ability to support others ● Prepared to take part in team meetings, discussions and 	

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<i>REQUIREMENT</i>	ESSENTIAL	DESIRABLE
	training and development opportunities ● Be flexible and adaptable with working practices and time	
Personal Qualities	<ul style="list-style-type: none"> ● Have a passion for the outdoors ● Have empathy with young people and an understanding of youth culture ● Caring and sympathetic ● Enthusiastic and creative ● Trustworthy and reliable ● Good personal organisation, able to manage time effectively ● Able to use initiative ● Positive approach to promoting the values of the Outfit-Moray 	