# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Instructor

# Department: Children’s Services

# Grade: [Single Status 4/5 (Single Status 3 for under 18s)](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Centre Manager

# Responsible for:

Quality, physical activity provision within the field qualified or trained. Delivering land and / or water based activities as part of the Buzz Active outdoor centre offer.

# Purpose of the Role:

Supporting Buzz Active Outdoor centres in delivering activities to a wide range of groups and individuals across its three activity centre sites in water and land based outdoor education and training.

The Activity instructor is responsible for delivering quality and engaging sessions and courses to the client base, they will assist the Chief Instructor (CI) and Senior Instructors (SI) in day to day delivery and care of clients, equipment and facilities and are responsible to the Operations Manager (OM).

**Progression to single status 5 is dependent on the following:**

Obtaining RYA senior instructor or BC level 2 coach or above, CWA, IRCA, or extensive experience in planning and delivery of land based activity at Bushy Wood.

Supporting the Lead Senior Instructor in presiding over a team of instructors, leading and mentoring staff teams on a day’s activities. On occasion assisting the managers by managing the sites with other Senior staff, once appropriately inducted at the relevant site for the individual’s qualifications.

**Under 18s (Single Status)**

Employees under the age of 18 cannot lead sessions independently and will be supported by another member of the team who is over 18. Under 18s will start on single status 3 and will progress to single status 4 when they turn 18 and can independently lead sessions.

# Key tasks:

1. To be responsible with the Senior Instructor/Operations Manager to ensure the implementation of the National Governing Body schemes taught at the Centre.
2. To assist the SI/CM to ensure the course is run successfully or to run the course successfully.
3. To ensure the instructions given by the SI for the good practice of all Risk Assessments and Operational Procedures.
4. To assist with the practical application of activities and courses.
5. To know the accepted procedures of the centre including safety ratios and operational procedures for the activities offered at the centre.
6. To know the safe teaching areas and know all the local hazards.
7. To know the accident reporting procedure.
8. To check that all wet suits are washed after use, where applicable.
9. To maintain the other personal equipment to a high standard and ensure any damaged equipment is taken out of use and recorded.
10. To help with maintenance and the cleanliness of the Centre.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Good communication skills.
* Able to work with individuals from a wide range of abilities and cultures.
* Ability to converse at ease with customer and provide advice in accurate spoken English
* Familiarity with RYA/BC or other activities schemes delivered by the centre.
* Recent training or experience of working at an RYA RTE and/or a BC affiliated canoe club/ land-based activity centre.
* Experience of working with land or water-based activity groups.
* Ability to work as part of a team.
* Approachable and sensitive to the needs of others.
* Commitment to quality and to ‘customer care’.
* Willingness to share expertise, skills and knowledge and encourage others to do the same.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

One or more of the following;

* + RYA instructor in sailing, windsurfing, powerboating
	+ British Canoeing Paddlesport instructor or leader or equivalent relevant qualification
	+ Rock Climbing Instructor / Climbing wall instructor
	+ European Ropes Course Association (ERCA) instructor
	+ Archery instructor
	+ NSRA small bore rifle instructor
	+ Proven bushcraft or team game delivery experience
	+ NGB instructor certificate.
* Knows structure of NGB courses.
* Has worked with a team of instructors/volunteers.
* Familiarity with another NGB scheme or other canoeing disciplines.
* Has trained or worked at a RYA, AALS recognised centre in the last 2 years.
* Has worked at an RTE or an affiliated club.
* Able to deal with different personalities.
* Helping to ensure client satisfaction.
* Taken part ‘in house’ training.
* RYA Senior instructor/ British canoeing, core coach, paddlesport leader or above.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |