

## Job Description

### Outdoor Education Instructor

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<b>Job Title:</b>	Outdoor Education Instructor
<b>Salary Grade:</b>	Community First Pay Scale 400
<b>Hours:</b>	36.5 hours per week, including regular evening, weekend and school holiday work
<b>Location:</b>	The role is based at Oxenwood Outdoor Education Centre, with some outreach delivery at alternative venues throughout Wiltshire, including Linkenholt Countryside Adventure Centre. Head Office located at Hopton Park, Devizes
<b>Supervisor:</b>	Centre Manager & Chief Instructor, Oxenwood Outdoor Education Centre

### Job Purpose

To design and lead a range of high-quality outdoor education activities for groups and particularly those that support young people, to develop their self-confidence, self-esteem and skills, as part of our day, multi-day and residential outdoor education service offer.

### Main Duties

1. Organise and lead a range of high-quality group work outdoor education activities which engage, motivate, and provide varied personal and skills development opportunities for young people, including those with SEN or who are vulnerable and facing disadvantage.
2. Manage groups of young people and be responsible for their safety, health and wellbeing, and care while participating in the 'service offer'.
3. Support engaging young people to evaluate provision and make recommendations for future delivery.
4. As required, support the centres administration including regular input into day sessions and residential activity plans.
5. Follow all COVID-19 safety measures to ensure all equipment, activity spaces and transport provision adheres to organisational risk minimisation measures.

6. Carry out cleaning and maintenance of activity spaces and equipment, as prescribed by the Centre Manager & Chief Instructor.
7. As required, support the overall safe and effective running of the centre, including input into risk assessments and ensuring training records and required instructor refresher training are kept up to date.
8. Support our reporting to funders, including keeping accurate attendance records, updating databases with delivery information, providing photos and case studies from sessions.
9. Adhere to all organisational policies including Health and Safety, Safeguarding, Dignity at Work, Data Protection, and Transport.

## **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for her / his own development, inform the line manager of any development needs, and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks, references, probationary period, and completion of mandatory training requirements.