



Recruitment Pack

Alternative Provision and Outdoor Education Instructor

Job Title: Alternative Provision and Outdoor Education Instructor

Hours: Minimum 10 hours per week with opportunity for additional hours, possibly with some evening, weekend and school holiday working

Salary: Community First Pay Scale 480 equivalent to £27,000 pro rata (actual salary £7,397 per annum) plus optional 7% employers pension contribution

Location: Oxenwood Outdoor Education Centre, with some outreach delivery at alternative venues, including Linkenholt Countryside Adventure Centre

Contract: Permanent

Supervisor: Deputy Centre Manager, Oxenwood Outdoor Education Centre

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 5)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline
Ongoing Process

Interview following application

Community First is an equal opportunities employer

About the Role

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Location:	Oxenwood Outdoor Education Centre, with some outreach delivery at alternative venues, including Linkenholt Countryside Adventure Centre
Contract:	Permanent
Supervisor:	Deputy Centre Manager, Oxenwood Outdoor Education Centre

Community First is a dynamic charity (Registration Number 288117) committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do. Our outdoor education arm is run through our two sites at Oxenwood and Linkenholt and they offer residential activities to school, youth groups, and clubs. Programmes are bespoke, designed around each group's learning goals, and delivered by experienced instructors.

This role supports the development and delivery of our Alternative Provision (AP) programme at the Oxenwood and Linkenholt Centres, working 10 hours per week. The post holder will provide young people who are struggling to attend school, with a high-quality, engaging, and meaningful learning programme, typically delivered on a one-to-one basis, to help them succeed in a setting tailored to their individual needs

The role also has opportunity to be part of the wider Instructor team to lead a range of high-quality outdoor education and heritage activities for individuals and 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.

Due to the nature of the work, you will be required to undertake an Enhanced DBS check.

For an informal discussion about the role and to apply please contact Mo Maloney, Deputy Centre Manager on 01264 731274 or email: dmaloney@oxenwoodcentre.com.

Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk. For more information about the role, please see the recruitment pack and apply using the application form linked below.

Please note there is no closing date for this role and we will review applications as they are received.

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Job Description

Main Responsibilities

1. Support the development of the Alternative Provision programme, leading delivery when required.
2. Organise and lead, (in conjunction with the Centre Manager and Deputy Manager), a range of high-quality one to one and group work outdoor education activities which engage, motivate, and provide varied personal and skills development opportunities for young people, including those with SEND or who are vulnerable and facing disadvantage.
3. Manage individual young people and groups and be responsible for their safety, health and wellbeing, and care while participating in the 'service offer'.
4. Support engaging young people to evaluate provision and make recommendations for future delivery.
5. As required, support the centres administration including regular input into day sessions, outreach and residential activity plans.
6. As required, support the overall safe and effective running of the centre, including input into risk assessments and ensuring personal training records and required instructor refresher training are kept up to date.
7. 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 holder 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, probation period and completion of mandatory training requirements.

Person Specification

	Essential	Desirable
Skills, Knowledge & Experience Creativity, problem solving skills & interpersonal skills	Experience of organising and delivering varied outdoor education group work activities for young people. Experience of managing groups and individuals and resilience to deal with emotional and behavioural difficulties presented by young people	
	A range of relevant instructor's awards	
	Able to work effectively with young people facing challenges in their lives and experience of working with vulnerable young people	A level 3 qualification in youth work or related subject
	Experience and understanding of risk assessment and safe working practices. Knowledge and experience of successfully dealing with Safeguarding and Health & Safety issues	
	Strong understanding of issues relating to vulnerable young people and commitment to supporting them to reach their full potential	
	Ability to meet deadlines and manage own workload	Experience of data collection, analysis and report writing
	Ability to work flexible hours	
	Full, valid driving licence and the ability to travel around the county for meetings and to deliver outreach sessions. A willingness to drive charity vehicles including minibuses	MIDAS trained and willingness to drive a minibus.
	Good written and verbal communication skills	
	Ability to use own initiative and demonstrate perseverance and ability to work independently and as part of a team	
	Well organised, confident and motivated	
	Adaptable, flexible and creative	

Due to the nature of the work involved, a satisfactory Enhanced DBS check will be required.