



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Activity Instructor
Service	Resources & Assets
Team	Commercialisation & Finance Support
Location	Dinton Explorers - Loddon Valley
Reports to	Centre Manager - Dinton Explorers
Responsible for	
Grade	2
Contract Type	Casual/Seasonal
Hours	Casual/Seasonal

Main Accountabilities	
1.	<p><b>Activity Session Delivery</b></p> <ul style="list-style-type: none"><li>Delivering high-energy and high-quality activity sessions that showcase your skills and creativity, and meet Dinton Explorers' exceptional standards.</li><li>Embracing growth and development by taking part in training, meetings, and learning opportunities to maintain excellence in safety and delivery.</li><li>Working as part of a team to support colleagues and management with reasonable tasks to help the centre run at its best.</li></ul>
2.	<p><b>Safety &amp; Compliance</b></p> <ul style="list-style-type: none"><li>Upholding health &amp; safety and safeguarding practices.</li><li>Carrying out risk assessments, equipment checks, and reporting incidents in line with procedures.</li><li>Assisting with the maintenance, storage, and safe use of activity equipment.</li></ul>





3.	<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Creating a warm and welcoming atmosphere for everyone participating in the activities</li> <li>• Maintaining a customer-first mindset, delivering outstanding service and building positive connections with both internal and external stakeholders.</li> <li>• Inspiring young people attending the activity sessions by promoting teamwork, respect, and positive behaviour.</li> </ul>
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Person Specification	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Passionate about either sports, arts and crafts and/or dance and drama.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working as an activity leader.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a customer-facing role, providing clear information and ensuring a positive visitor experience.</li> <li>• Experience of working as part of a team to achieve shared goals in a busy or seasonal environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering activities, ideally including coaching, to children, young people, or adults.</li> <li>• Experience of supporting or leading group sessions in either sporting, performing arts or art session.</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of health &amp; safety requirements in activity delivery, including safe equipment use and emergency procedures</li> <li>• Understanding of safeguarding principles when working with children, young people, and vulnerable adults.</li> <li>• Awareness of risk assessments and their role in ensuring safe activities.</li> <li>• Knowledge of customer service principles and how to create a positive guest experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with National Governing Body coaching standards.</li> <li>• Knowledge of National Curriculum links to outdoor education and physical activity.</li> </ul>





	<ul style="list-style-type: none"><li>• Good IT skills to complete training records, incident reports, and administrative tasks.</li></ul>	
<b>Behaviours/Attributes</b>	<ul style="list-style-type: none"><li>• Ability to work without direct supervision.</li><li>• Positive attitude with a willingness to work on adhoc tasks to support the team when necessary.</li><li>• Commitment to personal development and ongoing training.</li></ul>	

#### Purpose Details

<b>Service Purpose</b>	This role sits in the Resources & Assets Service.
<b>Role Purpose</b>	The role will deliver a balanced programme of indoor and outdoor activity to children at Dinton Explorers - Loddon Valley Centre.

#### Supervision and Relationships

<b>Supervision Received</b>	Guidance and supervision provided by the Centre Manager.
<b>Supervision Given</b>	Provides guidance and support to colleagues
<b>Contacts</b>	Dinton Explorers team, wider events team and country park services.

#### Resources/Budget Management

N/A.

#### Special Requirements

Ability to travel to a variety of locations in borough, work special hours/shift pattern/weekends, attend evening meetings, work in hazardous conditions (e.g. outdoors), health & safety duties. This is a politically restricted post.

Due to the nature of this role, Dinton Activity Centre requires satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which will be funded by the Centre. Additionally, all staff must provide two satisfactory references prior to starting employment.

You will also have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with Dinton Activity Centre.





Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	Y

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Leisure centre and outdoor park

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y





Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement	Yes	
Eligibility Tool	Due to the nature of this role, Dinton Activity Centre requires satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which will be funded by the Centre. Additionally, all staff must provide two satisfactory references prior to starting employment.	

Re-checks
As required

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

