



## 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	
<b>Job Title</b>	Senior Instructor
<b>Service</b>	Resources & Assets - Finance
<b>Team</b>	Commercialisation & Finance Support
<b>Location</b>	Dinton Activity Centre
<b>Reports to</b>	Team Leader - Dinton Activity Centre
<b>Grade</b>	G5 NL12
<b>Contract Type</b>	Casual

Main Accountabilities	
1.	To deliver sessions to clients and supervise Instructors and qualified Instructors
2.	Developing the coaching skills of Instructors and Lead Instructors
3.	To resolve issues arising regarding day-to-day operational issues with other issues escalated to the Manager. Provision of brief and debrief to all Lead Instructors and Instructors.
4.	Maintenance of centre equipment
5.	Run in house training when required and give support and guidance to instructors and lead instructors.
6.	Support the delivery of all centre activities





Person Specification	Essential	Desirable
<p><b>Education/Qualifications</b></p>	<p><b>It is expected that you hold a range of the following qualifications:</b></p> <ul style="list-style-type: none"> <li>• 18 hour First Aid at Work or Outdoor First Aid</li> <li>• Powerboat Level 2 / Safety Boat / Instructor</li> <li>• Dinghy Instructor / Senior</li> <li>• Paddlesport Instructor / Sheltered Water Canoe and Kayak Coach, Sheltered Water SUP coach</li> <li>• Climbing Wall Instructor</li> <li>• Archery GB Instructor</li> <li>• British Fencing Award</li> </ul> <p><b>Must hold one or more of the following qualifications:</b></p> <ul style="list-style-type: none"> <li>• RYA Dinghy Senior Instructor</li> <li>• Climbing Wall Award or Rock Climbing Instructor</li> <li>• Paddlesport Instructor or Sheltered Water Canoe and Kayak Coach</li> <li>• Sheltered Water SUP Coach</li> <li>• Archery GB Instructor</li> </ul> <p><b>The candidate must hold a full driving license.</b></p>	<ul style="list-style-type: none"> <li>• Advanced dinghy instructor endorsements</li> <li>• RYA Sail Scheme Trainers (Coach)</li> <li>• Advanced powerboat or Trainer</li> <li>• Open Water Canoe or SUP Coach</li> <li>• Performance Sheltered Water Coach</li> <li>• Rock Climbing Development Instructor</li> <li>• Personal Performance Award Provider</li> <li>• FSRT provider</li> <li>• B+E Driving License so the candidate can tow the mobile climbing tower</li> </ul> <p>Experience in supervising and leading sessions on:</p> <ul style="list-style-type: none"> <li>• High roped climbing facilities including zip wire.</li> <li>• Bush craft and survival skills</li> <li>• Environmental Education (pond dipping, bug hunting, river studies, flora and fora studies – teaching to primary school level clients)</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Have held a formal related qualification for 2 years as minimum</li> <li>• Have proven substantial experience in the industry or similar position</li> </ul>	<p>Hold a degree level qualification in outdoor sports, centre management, leisure and recreation, sports development, teaching, environmental education</p>





	This post is likely to appeal to fully qualified, multi-disciplined coaches, with experience.	
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication, Good teamwork</li> <li>• Ability to work with all groups and individuals</li> <li>• Supervisory and Leadership Skills</li> <li>• Calm and tolerant</li> <li>• Customer Care and Front of House skills.</li> <li>• Deliver and ensure that other instructors are delivering informative, organised, well-structured and fun sessions, both outside and in the classroom.</li> <li>• Able to work with a high degree of autonomy under the supervision of the Centre Manager.</li> <li>• It will be expected that the post holder provides a safe, fun and an enjoyable experience for all of our clients, maximising their learning outcomes by complying with teaching methods as laid out by the centre operation manual and that of the governing bodies, such as the RYA.</li> <li>• Have held a formal related qualification for 2 years as minimum</li> </ul> <p>Have proven substantial experience in the industry or similar position</p>	<ul style="list-style-type: none"> <li>• Knowledge of coaching programme of the National Governing body</li> <li>• Working knowledge of Centre management</li> <li>• Knowledge of safe working practices (young people/risk assessment)</li> <li>• This post is likely to appeal to fully qualified, multi-disciplined coaches, with experience.</li> </ul> <p>Hold a degree level qualification in outdoor sports, centre management, leisure and recreation, sports development, teaching, environmental education</p>

Purpose Details	
<b>Service Purpose</b>	This role sits in the Resources & Assets Service.
<b>Role Purpose</b>	To lead groups of clients and individuals and to make sure these activities meet the standards required in the centres operating procedures.
<b>Corporate Parenting</b>	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.





### Supervision and Relationships

<b>Supervision Received</b>	Guidance and supervision provided from Team Leader
<b>Supervision Given</b>	Guidance and support given to the activity team.

### Special Requirements

- Unsociable hours
- Equipment checks
- Outdoor working in all weathers
- First Aider
- The post holder is expected to be up to date on a number of vaccinations and carry a Leptospirosis card
- Ability to work regular weekends
- Enhanced DBS Required

### Occupational Health Risk Assessment

### Details

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

Role Involvement	Details
Working with Children	y
Working with Vulnerable Adults	y
Both of the Above	y
Providing Care/Supervision for Children	y
Providing Care/Supervision for Vulnerable Adults	y
Both of the Above	y
None of the Above	n

Disclosure and Barring Service (DBS)	Details
DBS Requirement	<p>Enhanced DSB Safeguarding of Children</p> <p>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.</p> <p>You will also have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with Dinton Activity Centre</p>
Eligibility Tool	<p>Find out which DBS check is right for your employee - GOV.UK  <a href="https://www.gov.uk/guidance/what-kind-of-dbs-check-is-right-for-your-employee">Find out which DBS check is right for your employee - GOV.UK</a></p>

