



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	General Assistant / Instructor – Dinton Activity Centre
Job Reference	
Service	Resources & Assets
Team	Commercialisation & Finance Support
Location	Dinton Activity Centre
Reports to	Activity Team Leader
Responsible for	None
Grade	R grade G5
Contract Type	Casual
Hours	Zero Hours - Casual

Main Accountabilities	
1.	Deliver engaging activity sessions – Lead safe and enjoyable land and water-based activities in line with training, centre standards, and risk assessments.
2.	Promote health and safety – Consistently follow and enforce health & safety procedures, ensuring equipment, facilities, and activities are safe and fit for purpose.
3.	Safeguard participants – Uphold safeguarding policies at all times, ensuring the wellbeing and protection of children, young people, and vulnerable adults.
4.	Maintain equipment and facilities – Assist with the care, cleaning, and storage of activity equipment, and help maintain activity bases and general centre areas.
5.	Support guest experience – Provide a warm welcome, clear information, and positive interaction with guests, encouraging participation and enjoyment.
6.	Assist with evening programmes – Help deliver evening entertainment and group activities that are safe, inclusive, and engaging.
7.	Work as part of a team – Support colleagues and supervisors, contributing to the smooth running of the centre and stepping in where needed across departments.
8.	Commit to personal development – Take part in training, meetings, and feedback to continually improve skills, knowledge, and the delivery of activities.





9.	Weekend and flexible working – Be available to work weekends and across the agreed weekly hours, in line with the seasonal and customer demands of the centre.
10.	Event support – Assist the events team with set-up, delivery, and closing down of special events held at the centre. Operational delivery of events.

Person Specification	Essential	Desirable
Education/Qualifications	Worked in a fast-paced activity/hospitality venue	Experience of working as an activity leader.
Experience	<p>Experience of working in a customer-facing role, providing clear information and ensuring a positive visitor experience.</p> <p>Experience of working as part of a team to achieve shared goals in a busy or seasonal environment.</p> <p>Experience of applying health & safety and safeguarding practices during activities.</p>	<p>Experience of delivering outdoor activities, ideally including watersports, to children, young people, or adults.</p> <p>Previous employment or volunteering within an outdoor activity centre, leisure, or education setting.</p> <p>Experience of supporting or leading group sessions in sailing, paddlesports, climbing, or similar outdoor activities.</p> <p>Experience of assisting with equipment checks, storage, and general site maintenance.</p> <p>Experience of working flexible hours, including weekends, evenings, or during events.</p>
Skills/Knowledge	<p>Ability to deliver safe and engaging outdoor activity sessions (land and water-based).</p> <p>Practical skills in using, checking, and maintaining equipment.</p> <p>Strong understanding of basic water safety and rescue procedures.</p> <p>Competence in following health & safety, safeguarding, and risk assessment practices.</p> <p>IT skills for completing training records, incident reports, and administrative tasks.</p>	<p>Competence in operating a powerboat and launching/retrieving craft.</p> <p>Coaching or instructional skills in one or more disciplines (e.g. sailing, paddlesport, climbing, archery).</p>





Behaviours/Attributes	Provide a welcoming and professional approach to all guests, answering questions and offering guidance as required.	Proactive
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Purpose Details

Service Purpose	This role sits in the Resources & Assets Service.
Role Purpose	To lead the delivery of outdoor activity and education programmes at Dinton Activity Centre, while also supporting the overall upkeep and smooth operation of the centre.

Supervision and Relationships

Supervision Received	Guidance and supervision provided from Team Leader
Supervision Given	Guidance and support given to colleagues
Contacts	Within the team and in collaboration with the wider events team and country park services.

Resources/Budget Management

N/A

Special Requirements

Ability to travel to a variety of locations politically restricted post.

Safeguarding of Children

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.





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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	Y
Driving for Work	Y
Hand Arm Vibration	Y
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	Y
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 DBS 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 (Find out which DBS check is right for your employee - GOV.UK)</p>

Re-checks
<Details of required regular checks in line with regulations.>





WOKINGHAM
BOROUGH COUNCIL

Evaluation Declaration

Date of Evaluation:	23/10/2025
Evaluated by:	HR Panel

