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	Instructor
Service	Resources and Assets
Team	Commercial & Finance Support
Location	Dinton Activity Centre
Reports to	Activity Centre Team Leader
Responsible for	Session delivery to public
Grade	G3 NL05 / £13.26/hr Plus holiday Pay
Contract Type	Zero Hours - Casual Work Agreement

Main Accountabilities	
1.	Daily running of Dinton Activity Centre Delivery of direct activity based services to Dinton Activity Centre Clients under supervision
2.	Assist lead and senior instructors in running activities by general support such as cleaning, equipment maintenance and the delivery of large group sessions to clients.
3.	Developing personal coaching skills and increasing experience of using instructor qualification and delivering sessions.
4.	Run sessions independently (wit Managerial supervision onsite)
5.	Flexibility to work across multiple sites as and when required, including but not limited too Dinton Pastures, California Country Park and Place Leisure sites within Wokingham Borough Council
6.	Flexibility to work evenings, weekends and overnights as and when required according to business demands

Person Specification	Essential	Desirable
Education/Qualifications	**It is expected that you hold at least one of the following qualifications:** • Dinghy Instructor • Paddlesport Instructor	• Frist Aid 16hr • Safety Boat • Advanced dinghy instructor endorsement • Race Instructor Endorsement • Level 2 Race Coach • Senior Dinghy Instructor

	• SUP Instructor • Climbing Wall Instructor • Archery GB Instructor • British Fencing Award	• Sheltered Water Canoe and/or Kayak Coach, Sheltered Water SUP coach • Rock Climbing Instructor • Climbing Wall Development Instructor • Powerboat Level 2 • BCAB Swimmer Safety and Rescue • Bush craft and survival skills • Pond dipping, bug hunting, river studies, flora and fauna studies – teaching to primary school level clients • Nature walks and talks
Experience	• Hold a formal related instructor qualification (this can be a newly gained qualification, and there is no requirement for the post holder to have prior experience of using the qualification as of yet) • This post is expected to attract newly qualified instructors wishing to develop and diversify their skills and qualifications towards a lead instructor position.	• Knowledge of coaching programme of the National Governing body • Knowledge of safe working practices (young people/risk assessment)
Skills/Knowledge	• Good communication, • Good teamwork • Adaptable (juggling and flexibility) • Calm • Good working knowledge outdoor education • Ability to work with groups of all ages and abilities • Weekend and unsociable hours worked • Familiarity with a range of equipment used within the centre. • Ability to work to centre safe operating procedures • To deliver or assist with the delivery of activities to clients. • Provide good safety briefings to clients and assistant instructors	• Ability to work with all groups and individuals • Raft Building Knowledge

	• Comply with the Centre Operation Procedures, and strict Health and Safety Policies – direction will be given by Lead and Senior Instructors as well as the Centre Manager. • 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, BCU, BMA. • Instructors must have up to date and current appropriate qualifications for the period of the contract • Customer care is the priority for this role and as such additional duties may be applied to ensure our clients' needs are met Assist with the supervision of the volunteer assistant instructors only.	

Purpose Details	
Role Purpose	To support the delivery of the outdoor activity and education program at Dinton Activity Centre through comprehensive training programmes to accelerate your opportunities for personal development into a fully qualified and experienced instructor.

Supervision and Relationships	
Supervision Received	Supervision received from Team Leaders and Senior Instructors
Supervision Given	Provide guidance and support to Assistant Instructors and Leisure Assistants.
Contacts	Working alongside WBC Countryside Service to deliver high quality experiences within the council's country parks.

Resources/Budget Management
Facilities, equipment or systems within overall span of control

Special Requirements
Outdoor working in all weathers

Equipment checks First Aider Ability to work regular weekends and holidays including bank holidays

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	N
Hand Arm Vibration	Y
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	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	On water and land within the country park

Role Involvement	Details
Working with Children	Y

Working with Vulnerable Adults	Y
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS Required
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Annual re-induction weekend each year in March/April to prove ongoing competency and allow for staff training.

Evaluation Declaration	
Date of Evaluation:	18/05/2026
Evaluated by:	Mike Bennett, Activities Manager