



Pioneer

MISSION STATEMENT; " To assist all young people in reaching their full potential, by offering Christian love through Sport, Creative Activity and Adventure, in a caring, accepting, safe environment - sharing enthusiasm and building respect and self-esteem through relationships."

JOB DESCRIPTION

TITLE:	INSTRUCTOR
RESPONSIBLE TO:	CHIEF INSTRUCTOR
LOCATION:	PIONEER CENTRE
MAIN PURPOSE:	To ensure delivery of activities and facilitate learning experiences in line with the Organisation's guidelines for the development of young people who are members of groups served by the Centre.

DUTIES AND RESPONSIBILITIES

1. To instruct activity sessions and facilitated learning experiences for residential and day visitor groups as qualifications and internal staff training allow.
2. In line with the needs of the Centre to carry out the night porter role (10pm to 8am) average 2 nights per ten weeks.
3. To assist the Senior Instructor with all the following:
 - To ensure that all operational procedures are carried out to the required safety standards, and that all equipment is installed and maintained to Health and Safety legislation standards.

- Where appropriate, and in conjunction with the Senior Instructor, help train the activity staff to set standards.
- To liaise with group leader(s) at the start of each session to ensure that there is a mutual understanding concerning the activities about to take place.
- Ensuring that the Code of Conduct and handbook is adhered to at all times.
- To establish via the Senior Instructor or the group leaders(s) whether there are any particular needs of the guests, e.g. learning difficulties, physical/emotional problems, and to ensure that any are handled sensitively during the activities.
- To ensure that the activity team is fully aware of the day's activity program and any other relevant information that may be required.
- When not on activities, make every effort to keep the team usefully occupied with training, session maintenance and development or other scheduled tasks.
- When requested, to assist with either the maintenance or domestic teams when extra help is required – and to assist in any other aspect that may arise to ensure the smooth running of the Centre.
- The centre to which you are appointed will be your principal place of work, but from time to time the company may require you to work in another part of the Organisation.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	<ul style="list-style-type: none"> - Must be flexible and adaptable, self-motivated and a pro-active worker - Ability to relate with young people and centre guests - Calmness in difficult stressful situations 	
QUALIFICATIONS	<ul style="list-style-type: none"> - First Aid Qualification - 1 NGB Qualification 	<ul style="list-style-type: none"> - CWI - ERCA High Ropes Instructor - Other senior NGB qualifications
JOB SPECIFIC	<ul style="list-style-type: none"> - Uphold foundations and act with integrity and in accordance with the organisations' values - Flexible approach to working hours (ability to work long days in a sustained period) 	<ul style="list-style-type: none"> - Professional Development courses that would be helpful for the role - Outdoor Education courses or studies
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> - Understands and follows operating procedures and risk assessments - Be able to keep neat accurate records. - Ability to give clear and concise instructions 	<ul style="list-style-type: none"> - I.T Skills - Experience of general maintenance work - Ability to deal with challenging behaviours - High level of competence in leading activity sessions
EXPERIENCE	<ul style="list-style-type: none"> - At least 1 season's experience instructing or working within the outdoor industry/outdoor education - Leading various activity sessions with a variety of group 	<ul style="list-style-type: none"> - Experience in working with people from diverse backgrounds; delivering adventurous outdoor activity packages and personal development programmes

This Job Description and Person Specification was revised March 2022 and may be subject to review at any time.