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| Title Outdoor and Environmental Education Instructor | Department Children, Families and Young People | Post Ref. |
| Job Purpose To work with groups and visiting staff, delivering various outdoor and environmental education activities both on-site and off site. To assist with the daily operation and development of the Centre. . | | |
| Key Responsibilities 1. Deliver outdoor and environmental education activities to the full range of user groups of The Mill Adventure Base 2. Hold a range of National Awards in Outdoor Adventurous Activities and use specialist knowledge and dynamic risk assessment whilst on activity to maintain the safety of groups, yet adhering to centre operating procedures and generic/specific risk assessments 3. Contribute to the ongoing development of resources, activities and good practice at the Centre. 4 Assist with delivery of NGB award courses and other INSET courses as appropriate 5. Participate in training to support the centre programme as necessary 6. Contribute to the day to day running of the centre by delivering Health and safety checks, acting appropriately as a course tutor throughout courses by briefing visiting staff and ensuring groups are supported as required. 7 Participate in the delivery of training and familiarisation sessions to visiting staff and other adults. | Key Accountabilities 1. Provision of safe and meaningful outdoor sessions to all user groups 2. Contribute to the storage, upkeep and routine maintenance of outdoor equipment 3. Ensure that outdoor learning sessions take place within a sound Health and Safety framework. | |

8. Minibus/trailer driving as required

9. The post may involve working at other OEE bases and will include some evening/overnight and weekend responsibilities associated with a centre that operates throughout 52 weeks of the year

The post holder will perform any duty or task that is appropriate for the role described

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| Person Specification | |
| <p>Education and Knowledge</p> <p>1. National qualifications for leading adventurous activities (at least SPA, BCU L2 or equivalent, and preferably LCMLA, MTB award, WGL, RYA award)</p> | <p>Personal skills and general competencies</p> <p>2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</p> |
| <p>Experience</p> <p>6. Experience of providing outdoor environmental education to children and young people in a day or residential centre setting</p> <p>7. Personal skills to maintain good customer relations – and able to work with a range of both young people and adult leaders</p> <p>8. Good organisational skills</p> <p>9. Ability to work on own initiative and as part of a team</p> <p>10. Awareness of Health and Safety in relation to outdoor learning</p> <p>11. Full driving licence which allows driving of group vehicles and trailers</p> <p>12. Ability to work flexible hours to meet needs of centre</p> | <p>3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</p> <p>4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</p> <p>5. Ability to meet agreed objectives and delivery targets by the effective use of resources.</p> |
| <p>Role Dimensions</p> <p>13. This role is part of the Outdoor and Environmental Education Team to provide quality outdoor learning activities to visiting groups at The Mill Adventure Base and off site venues. The post is responsible to the Head of Centre - The Mill Adventure Base</p> <p>14. Direct delivery to a range of users in an outdoor setting requiring responses to changing conditions and circumstances</p> <p>15. Responsible for maintaining and monitoring outdoor equipment</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p> | |

Date