

# Walton Firs Foundation and Activity Centre



*Where young people learn, develop and enjoy in the natural environment*

## Post Profile – Outdoor Activities Instructor (Part-time)

### Section 1 – Contractual Overview:

Post Title:	Outdoor Activities Instructor
Post Numbers:	WFAC 30 - 40
Location:	Walton Firs Activity Centre, Convent Lane, Cobham, Surrey KT11 1HB
Contractual Status:	Part-time; Casual
Working Hours:	Up to 30 hours per week
Working Times:	Flexible in response to service delivery requirements, including regular weekday evenings, weekend daytimes and public holidays
Personnel Oversight:	None
Salary:	Up to £12.88 per hour, dependant on professional experience and qualifications
Annual Leave:	28 days per year, inclusive of 8 public holidays (pro rata)
Overtime Arrangements:	None
DBS Check Requirement:	Enhanced DBS Clearance
Contributory Pension:	The People's Pension (3% employer contribution)
Probationary Period:	Three months
Notice Period:	Three months between March and September, or one month between October and February (the employer may terminate employment after a period of twelve months' inactivity)
Team Location:	Activity Centre Programmes Team
Supervising Manager:	Deputy Activity Centre Manager / Programmes Manager, with pastoral support from the Senior Outdoor Activities Instructor
Date Effective:	1 <sup>st</sup> February 2024

### Section 2 - Post Purpose:

**To ensure the effective delivery of high-quality outdoor education programmes for young people that:**

- **Enable their physical, emotional and social development**
- **Deliver evidenced learning content, processes and outputs**
- **Respond to the commissioning requirements of children's and youth service providers and education providers**
- **Deliver effective standards of safety in relation to personnel, facilities and equipment management**
- **Conform to relevant legislative, and national governing body and organisational policies, procedures and standards of practice**
- **Maximise activity centre operational usage, income generation and customer satisfaction**

## Section 3 - Key Accountabilities:

### 1. *Programmes Delivery:*

#### 1.1 To deliver:

- 1.1.1 A range of leisure-time outdoor education programmes that deliver effective informal learning and personal development opportunities for young people, and are relevant to the requirements of children's and youth service commissioners.
- 1.1.2 A range of school-time residential and non-residential outdoor education programmes that deliver effective informal learning and personal development opportunities for school pupils, and are relevant to the requirements of education sector service commissioners.
- 1.1.3 A range of specialist outdoor education programmes that deliver externally accredited and internally certificated learning outputs for young people, including The Duke of Edinburgh's Award.
- 1.1.4 A range of externally accredited and activity centre-certificated outdoor education training programmes for adults who work with children and young people.
- 1.1.5 A limited range of corporate social responsibility and team-building events for local businesses and corporate organisations.
- 1.1.6 An innovative range of outdoor education activities, programmes and events that maximise customer usage of activity centre programmes and facilities and activity centre income.

### 2. *Volunteer Coordination:*

#### 2.1 To deliver:

- 2.1.1 Volunteer programmes for volunteer service crews in support of activity centre programme delivery and maintenance activities, in conjunction with local uniformed youth service providers.
- 2.1.2 Group-based youth volunteering initiatives in support of activity centre maintenance activities, in conjunction with national and local youth volunteering programmes and local education providers.
- 2.1.3 Individual work experience volunteer programmes for young people in support of activity centre maintenance activities, in conjunction with local secondary and SEND schools and FE / SEND colleges.
- 2.1.4 Group-based programmes for adult corporate social responsibility volunteers in support of activity centre maintenance activities, in conjunction with local businesses and corporate organisations.
- 2.1.5 Group-based programmes for adult volunteers from the local community in support of activity centre maintenance activities, in conjunction with local volunteer action groups.

### 3. *Safety Coordination:*

#### 3.1 To deliver:

- 3.1.1 Safety procedures for all outdoor education and volunteering programme designs that ensure compliance to legislative, national governing body, and organisational requirements, through the management of safety considerations in all aspects of the programme delivery processes.
- 3.1.2 Safety procedures for all outdoor education facilities and volunteering venues that ensure compliance to legislative, national governing body and organisational requirements, through the delivery of planned and reactive internal and external facility and venue inspections and maintenance of related records.
- 3.1.3 Safety procedures for all outdoor education and volunteering equipment that ensure compliance to legislative, national governing body and organisational requirements, through the delivery of planned and reactive internal and external equipment inspections and maintenance of related records.
- 3.1.4 Safety procedures for all outdoor activity instructors that ensure compliance to legislative, national governing body and organisational qualification and accreditation requirements, through the delivery of in-service supervision and training inputs and maintenance of related records.
- 3.1.5 Safety procedures for all outdoor education and volunteering service user groups that ensure compliance to the use of outdoor education facilities and equipment, through the delivery of pre-attendance and dynamic risk control plans, and use of facility information and inductions for self-instructed activity facilities.
- 3.1.6 A rigorous safety and accountability culture in relation to the activities of the Programmes Team, delivering effective health and safety-related policies, procedures and practices, and maintenance of related records.

#### 4. *Customer Engagement:*

##### 4.1 To maintain:

- 4.1.1 Effective standards of customer service to activity centre users, visitors and volunteers, in accordance with the activity centre's quality standards policy.
- 4.1.2 Effective standards of engagement with activity centre users, visitors and volunteers, to seek feedback about the range and quality of the activity centre's outdoor education programmes, facilities, equipment and instructors.

#### 5. *Performance Reporting:*

##### 5.1 To report:

- 5.1.1 Evaluative feedback from service users and commissioners, in relation to their customer experience of the outdoor education programmes, facilities, equipment and staff provided.
- 5.1.2 Operational exceptions that occur due to the actions or omissions of members of the Programmes Team.

#### 6. *Events Management:*

##### 6.1 To support:

- 6.1.1 A range of activity centre community engagement events, including the annual Wild Weekend community engagement event.
- 6.1.2 A range of activity centre community outreach events, including the Cobham Community Day event.

#### 7. *Operational Management:*

##### 7.1 To attend and contribute to:

- 7.1.1 Programmes Team meetings, staff team meetings and workforce development activities, to support the effective operational management and development of the activity centre.
- 7.1.2 Personal supervisory and performance management meetings, to support the effective delivery of post accountabilities and professional development.
- 7.1.3 The delivery of daytime and overnight duty officer functions, in conjunction with other members of the activity centre staff team.
- 7.1.4 The effective delivery of the activity centre's organisational purpose, vision, mission, values, and principles of practice policy statements, and the activity centre's Quality Standards policy.
- 7.1.5 The development and maintenance of a 'safety culture' within the activity centre, and ensure the effective delivery of health and safety-related practices, policies, and procedures.
- 7.1.6 The implementation and modelling of all Foundation-mandated policies, procedures and practices.
- 7.1.7 Any other duties or accountabilities commensurate with the grade of the post, as required to maintain effective public-facing services and effective operational activities.

#### Section 4 - Person Specification:

The Person Specification will be used in the recruitment for the Walton Firs Activity Centre's *Outdoor Activities Instructor (Part-time)* post. It will form the basis of the application process, and candidates will be assessed against the criteria stated within the person specification at interview.

<b>1. Professional Qualifications and Accreditations:</b>	Essential Criteria	Desirable Criteria
1.1 Educated to GCSE standards in English and Mathematics	X	
1.2 Relevant national governing body qualifications, including European Ropes Course Association, Archery GB Instructor, Climbing Wall Instructor, Rock Climbing Instructor, National Small-bore Rifle Association Instructor, Personal Protection Equipment Competency, or equivalents		X
1.3 Enhanced DBS accreditation	X	
1.4 Full UK Vehicle Driving Licence	X	
1.5 Health and Safety Qualification		X
1.6 First Aid Qualification		X

<b>2. Professional Experience:</b>	Essential Criteria	Desirable Criteria
2.1 Experience of working as a part of a professional team	X	

<b>3. Professional Competencies:</b>	Essential Criteria	Desirable Criteria
3.1 Skilled to deliver and evaluate effective outdoor education programmes for young people	X	
3.2 Skilled to maintain, prepare, monitor, record, and report activity facilities and equipment compliance to required safety standards	X	
3.3 Skilled to undertake risk assessment and control plans for activities, and to manage health and safety-related incidents and exceptions	X	
3.4 Skilled to use Microsoft packages including Word, Outlook, Excel, PowerPoint, Cinolla and Trello operational management software	X	
3.5 Skilled to carry out site, facilities, and premises preparation and maintenance activities	X	
3.6 Knowledge of COSHH (Control of Substances Hazardous to Health) regulations and requirements		X
3.7 Knowledge of the Health and Safety at Work Act 1974 regulations and requirements		X
3.8 Knowledge of Child Safeguarding policy, procedures, and practices		X

<b>4. Other Role-Specific Requirements:</b>	Essential Criteria	Desirable Criteria
4.1 Eligible to be employed in the United Kingdom	X	
4.2 Willing and able to insure and use own vehicle for work-related journeys	X	

4.3 Willing and able to work flexibly to meet the service delivery requirements	X	
4.4 Willing and able to work regular weekday evenings, weekends, bank holidays, and periodic overnight duties	X	
4.5 Physically fit to carry out the accountabilities of the post, including high-level and underground outdoor activities, and maintenance, repairs and improvements works to activity facilities, equipment, and materials	X	

<b>5: Personal Attributes:</b>	Essential Criteria	Desirable Criteria
5.1 Can-do attitude	X	
5.2 Customer-focused	X	
5.3 Delivers operational efficiency, effectiveness and best value	X	
5.4 Effective team-player	X	
5.5 Effectively organised	X	
5.6 Inclusive approach to excluded and vulnerable groups	X	
5.7 Motivated to achieve targets and standards	X	
5.8 Priorities operational activities effectively	X	
5.9 Reliable and conscientious	X	
5.10 Responsive to feedback and constructive challenge	X	
5.11 Responsive to unplanned operational requirements	X	
5.12 Safety-focused	X	