

Walton Firs Foundation and Activity Centre



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

Post Profile – Senior Outdoor Activities Instructor

Section 1 – Contractual Overview:

Post Title:	Senior Outdoor Activities Instructor
Post Number:	WFACo7
Location:	Walton Firs Activity Centre, Convent Lane, Cobham, Surrey KT11 1HB
Contract Type:	Full-time; Permanent
Working Hours:	40 hours per week
Working Times:	Five-days-out-of-seven days per week on a flexible basis, including regular weekday evenings, weekend daytimes and public holidays, and periodic overnight periods
Personnel Oversight:	Up to 5 full-time postholders, and up to 15 part-time postholders
Salary:	Up to £30,335, dependant on professional experience and qualifications
Annual Leave:	28 days per year, inclusive of 8 public holidays
Overtime Arrangements:	Overtime hours worked can be reclaimed on a time-off-in-lieu basis, as pre-agreed with management
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
Team Location:	Activity Centre Programmes Team
Supervising Manager:	Deputy Activity Centre Manager / Programmes Manager
Date Effective:	1 st February 2024

Section 2 - Post Purpose:

To ensure the effective coordination, supervision and 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**
- **Are delivered by effectively supported, supervised and trained outdoor education instructors**

Section 3 - Key Accountabilities:

1. *Programmes Coordination:*

1.1 To coordinate, oversee and 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. *Accreditation Coordination:*

2.1 To coordinate, attain and maintain:

- 2.1.1 Activity centre external accreditation by relevant national outdoor education accreditation bodies, including the Council for Outdoor Learning Quality Badge, the IOL National Outdoor Learning Award, and The Duke of Edinburgh's Award Approved Activity Provider.

3. *Volunteer Coordination:*

3.1 To coordinate, oversee and deliver:

- 3.1.1 Volunteer programmes for volunteer service crews in support of activity centre programme delivery and maintenance activities, in conjunction with local uniformed youth service providers.
- 3.1.2 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.
- 3.1.3 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.
- 3.1.4 Group-based programmes for adult corporate social responsibility volunteers in support of activity centre maintenance activities, in conjunction with local businesses and corporate organisations.
- 3.1.5 Group-based programmes for adult volunteers from the local community in support of activity centre maintenance activities, in conjunction with local volunteer action groups.
- 3.1.6 An annual programme of in-service training programmes and events for young and adult volunteers registered with the activity centre.

4. *Safety Coordination:*

4.1 To coordinate, oversee and deliver:

- 4.1.1 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 design, delivery and evaluation processes.
- 4.1.2 Safety procedures for all outdoor education facilities and volunteering venues that ensure compliance to legislative, national governing body and organisational requirements, through the management of planned and reactive internal and external facility and venue inspections and maintenance of related records.
- 4.1.3 Safety procedures for all outdoor education and volunteering equipment that ensure compliance to legislative, national governing body and organisational requirements, through the management of planned and reactive internal and external equipment inspections and maintenance of related records.

- 4.1.4 Safety procedures for all outdoor activity instructors that ensure compliance to legislative, national governing body and organisational qualification and accreditation requirements, though the management of in-service supervision and training inputs and maintenance of related records.
- 4.1.5 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 provision of pre-attendance and dynamic risk control plans, and use of facility information and inductions for self-instructed activity facilities.
- 4.1.6 A rigorous safety and accountability culture in relation to the activities of the Programmes Team, ensuring the implementation of effective health and safety-related policies, procedures and practices, and maintenance of related records.

5. *Resource Coordination:*

5.1 To coordinate, oversee and maintain:

- 5.1.1 Operational resources required to deliver the activity centre's published programme offer, and maintain the outdoor education facilities, equipment and consumables.
- 5.1.2 Operational resources required to ensure the professional competencies of the Programmes Team staff members.
- 5.1.3 Best financial value to the activity centre when procuring goods, services and supplies, through seeking a minimum of three quotes for major purchases and requesting charity discounts from contractors and suppliers.

6. *Customer Engagement:*

6.1 To coordinate, oversee and maintain:

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

7. *Personnel Support:*

7.1 To support the delivery of:

- 7.1.1 Recruitment, induction and scheduling of outdoor activity instructors, ensuring their competence in the delivery of outdoor education programmes and the maintenance of outdoor education facilities and equipment.
- 7.1.2 Regular Programmes Team meetings, to ensure the effective operational practices and effectiveness of the team.
- 7.1.3 Monthly Programmes Team member pastoral support meetings, to ensure effective delivery of team member' accountabilities and identification of professional development needs.
- 7.1.4 Professional development activities and in-service training activities for Programmes Team members, to ensure their acquisition and deployment of relevant professional competences.

8. *Performance Reporting:*

8.1 To record, monitor, and report:

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

9. *Events Management:*

9.1 To support the delivery of:

- 9.1.1 A range of activity centre community engagement events, including the annual Wild Weekend community engagement event.

9.1.2 A range of activity centre community outreach events, including the Cobham Community Day event.

10. Operational Management:

10.1 To attend and contribute to:

- 10.1.1 Programmes Team meetings, staff team meetings and workforce development activities, to ensure the effective operational management and development of the activity centre.
- 10.1.2 Personal supervisory and performance management meetings, to ensure effective delivery of post accountabilities and professional development.
- 10.1.3 The delivery of daytime and overnight duty officer functions, in conjunction with other members of the activity centre staff team.
- 10.1.4 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.
- 10.1.5 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.
- 10.1.6 The implementation and modelling of all Foundation-mandated policies, procedures and practices.
- 10.1.7 Any other duties or accountabilities commensurate with the grade of the post, as required to maintain effective public-facing services and effective operational activities.

11. Deputisation Support:

- 11.1.1 To deputise for the programmes team manager during periods of planned and unplanned absence, ensuring the effective operational management of the Programmes Team.

Section 4 - Person Specification:

The Person Specification will be used in the recruitment for the Walton Firs Activity Centre's *Senior Outdoor Activities Instructor* 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.

1. Professional Qualifications and Accreditations:	Essential Criteria	Desirable Criteria
1.1 Level 3 / Level 2 Diploma in Skills and Activities for Sport and Active Leisure (Outdoor Education), or equivalent	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 Educated to GCSE standards in English and Mathematics.	X	
1.4 Enhanced DBS accreditation	X	
1.5 Full UK Vehicle Driving Licence		X
1.6 Health and Safety Qualification	X	
1.7 First Aid Qualification	X	
1.8 Personnel Supervision Qualification		X
1.9 Resource Management Qualification		X

2. Professional Experience:	Essential Criteria	Desirable Criteria
2.1 Minimum of three years' experience of as an outdoor education instructor or lead outdoor education instructor	X	
2.2 Experienced in provision of managerial direction and support to outdoor education instructors	X	
2.3 Experienced in the coordination of outdoor education programming and resource allocation and control	X	

3. Professional Competencies:	Essential Criteria	Desirable Criteria
3.1 Skilled to design, 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 manage 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	
3.9 Able to deliver effective staff supervision procedures	X	

4: Other Role-Specific Requirements:	Essential Criteria	Desirable Criteria
4.1 Eligible to be employed in the United Kingdom	X	
4.2 Willing and able to use and insure personal vehicle for work-related journeys	X	
4.3 Willing and able to work regular weekday evenings, weekends, bank holidays, and periodic overnight duties	X	

5: Personal Attributes:	Essential Criteria	Desirable Criteria
5.1 Can-do attitude	X	
5.2 Contributes to operational transformation and modernisation	X	
5.3 Customer-focused	X	
5.4 Driven to grow and develop the organisation	X	
5.5 Effective team-player	X	
5.6 Effectively organised	X	
5.7 Inclusive approach to excluded and vulnerable groups	X	
5.8 Innovative in approach	X	
5.9 Motivated to achieve targets and standards	X	
5.10 Priorities operational activities effectively	X	
5.11 Reliable and conscientious	X	
5.12 Responsive to feedback and constructive challenge	X	
5.13 Responsive to unplanned operational requirements	X	
5.14 Safety-focused	X	
5.15 Seeks operational efficiency, effectiveness and best value	X	
5.17 Team leadership skills	X	
5.16 Young people-friendly	X	
5.17 Promotes organisational change and development	X	