

Walton Firs Foundation and Activity Centre

Applicant Information Pack:

Senior Outdoor Activities Instructor (Permanent)

Outdoor Activities Instructors (Permanent, Seasonal, and Part-time)



Closing date for applications: Sunday, 21st January 2024

Walton Firs Foundation and Activity Centre

Convent Lane, Cobham, Surrey KT11 1HB

Telephone: 01932 863 243 Email: info@waltonfirs.co.uk Website: www.waltonfirs.co.uk



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

Applicant Information Pack: Outdoor Activities Instructors

Walton Firs Activity Centre is an award-winning and popular provider of outdoor education services for young people. Based in central Surrey, we work with a wide range of youth service and education providers to offer young people a taste of adventure! With our consistently high levels of customer satisfaction ratings over the past year and a growing list of bookings for 2024, we're on a mission to become a first-choice provider of outdoor education services, and are looking for people who share our passion for learning in the natural environment. If you'd like to be a part of our journey towards excellence, then we want to hear from you!

We're delivering an exciting plan to grow and develop our services in 2024, and are seeking to recruit to the following posts within our enlarged Programmes Delivery Team:

- 1. Senior Outdoor Activities Instructor (one full-time, permanently contracted post)**
Working 40 hours per week, including regular weekday evenings and weekends, and periodic overnight duties. This post offers an annual salary of up to £30,335, dependent on professional qualifications and experience.
- 2. Outdoor Activities Instructor (one full-time, permanently contracted post)**
Working 40 hours per week, including regular weekday evenings and weekends, and periodic overnight duties. This post offers an annual salary of up to £26,666, dependent on professional qualifications and experience.
- 3. Outdoor Activities Instructor – Seasonal (two full-time, seasonally contracted posts)**
Working 40 hours per week between 1st February and 30th September 2024, including regular weekday evenings and weekends, and periodic overnight duties. These posts offer an annual salary of up to £26,666 (pro rata), dependent on professional qualifications and experience.
- 4. Outdoor Activities Instructor – Casual (multiple part-time, casually contracted 'zero hours' posts)**
Working up to 30 hours per week, including regular weekday evenings and weekends, on an 'as-and-when -required' basis. These posts offer a pay-rate of up to £12.82 per hour, dependent on professional qualifications and experience.

Information About The Employer:

The Walton Firs Foundation is an independent charitable organisation that delivers programmes of outdoor education for children and young people. Established in 2006, the Foundation recently received *The Queen's Award for Voluntary Service* in recognition of its longstanding commitment to the delivery of high-quality outdoor learning and volunteering opportunities. The Foundation manages Walton Firs Activity Centre, a specialist provider of outdoor education and volunteering activities for young people set in the countryside of rural Surrey. Alongside our reputation for the design and delivery of excellent educational services, our proximity to the arterial roads of

the A3 and M25 enables us to work with an extensive range of service commissioners from across London and the south-east of England. Our site provides over thirty land-based outdoor activities, including specialist bushcraft activities. We offer a range of catered and self-catered residential camping and accommodation facilities for uniformed and informal youth service providers including Scouts and Guides, and for primary, secondary and SEND education providers. During the service delivery season, we can regularly host over 1,000 young people on any given day!

During 2022/23 - our first full year of post-COVID opening - we engaged almost 27,000 children and young people in 70,000 outdoor education activities, and worked in conjunction with over 550 youth service and education providers from across the south-east of England! We were supported by more than 100 adult and young volunteers to support the delivery and maintenance of our services, including 6 volunteer service crews.

If you join our close-knit and supportive team, you'll be working with us to deliver the following activity centre operational policy statements:

1. Our Purpose:

We deliver outdoor education services and volunteering activities for young people that enable their physical, emotional and social development, and enhance their appreciation of the natural environment.

2. Our Vision:

Enabling young people to learn, develop and enjoy in the natural environment, through the management of high-quality outdoor education programmes, residential facilities, and volunteering opportunities.

3. Our Customer Groups:

We work with children and young people aged up to 18, including those who have not had the opportunity to experience the natural environment due to their background or personal circumstances.

We deliver our services in conjunction with:

- *Uniformed youth organisations including Scouts, Guides, brigades and cadet forces*
- *Early years, primary, secondary and SEND education providers*
- *Voluntary, statutory, commercial, faith and community-based children's and youth service providers*
- *Children's social care providers*

4. Our Mission:

By 2030, we aim to become a first-choice provider of outdoor education programmes for youth service and education providers in Surrey, London and the home counties, because of our:

- *Wide-ranging programme of accredited outdoor, environmental and personal development learning activities*
- *Effectively managed residential accommodation, education and training facilities, and natural environment*
- *Supportive group-based and individual volunteering programmes*
- *Qualified, accredited and vetted team of outdoor education instructors and support staff*
- *Effective, efficient and responsive customer care*
- *Relevant range of outdoor education training programmes for adults who work with children and young people in outdoor settings*
- *Affordable prices and high value services*

5. Our Organisational Values:

Our activities are informed by the following professional values:

- *Ambition – we aim to deliver the highest standards of activities, facilities and service to our customers*
- *Effectiveness – we aim to continually improve and develop our services, to have maximum impact on our customers and minimal impact on the environment*
- *Efficiency – we aim to utilise our resources and facilities in the most efficient way*

- Excellence – we aim to deliver the highest standards of activities, facilities and service to our customers
- Safety – we aim to ensure our customers’ safety and security whilst in our care
- Satisfaction – we aim to ensure our customers’ satisfaction with our services and facilities
- Value – we aim to deliver best financial and educational value to our customers

6. Our Principles of Practice:

Our services are founded on the following principles of practice:

- Educational – we enable young people to learn and develop through their participation in fun and constructively challenging outdoor learning activities
- Empowering – we support young people to enhance their competencies and confidence through their participation in outdoor learning activities
- Engaging – we encourage young people to actively participate in the management and development of the activity centre and its services
- Environmental – we encourage young people to develop an awareness of the importance and stewardship of the natural environment
- Equitable – we enable young people from all backgrounds and abilities to have full and equal access to our services

7. Our Theory of Change:

Through young people’s participation in outdoor education programmes, they develop new and enhance physical and emotional competencies, gain new knowledge and understandings, explore their values and beliefs, and develop the self-esteem and social skills required to grow towards happy, responsible and active citizenship.

Information About The Posts:

Walton Firs Activity Centre is staffed by a committed and growing team of staff, structured into three operational teams. Our Programmes Delivery Team is led by the Deputy Activity Centre Manager / Programmes Manager, who oversees a team of six full-time outdoor activities instructor posts and multiple part-time postholders. The team is responsible to ensure the effective design, planning, preparation, maintenance, delivery and development of the activity centre’s specialist outdoor education facilities and equipment, and its public-facing programme offer. The team aims to deliver a 100% customer satisfaction rate in relation to our outdoor education programme offer.

The appointed Outdoor Activities Instructor postholders will join a team of permanently, seasonally, and casually contracted outdoor activities instructor posts. We’ve chosen to employ most of our Programmes Delivery Team posts on a permanent basis, as we want to recruit, train and retain the best quality employees for the long-term. For the chosen appointees, we will make significant investments in your professional development and give you opportunities to build your experience and achieve additional qualifications.

Our Outdoor Activities Instructor posts deliver three sets of accountabilities within the delivery of the activity centre’s services and programmes. The first accountability relates to the delivery of the activity centre’s outdoor education programmes, through contributing to the design, safety, maintenance and development of the activity centre’s public facing programme offer. The second accountability relates to the delivery of a range of planned and reactive maintenance of the activity centre site’s buildings and facilities. The third accountability relates to the delivery of the activity centre’s volunteer programmes, which include internal service crews, educational, youth work and corporate volunteer groups, and individual work experience placements for young people.

In this context, the *Senior Outdoor Activities Instructor* will work closely with the programmes manager to:

1. Coordinate and deliver the activity centre’s programme of outdoor education activities
2. Lead a team of outdoor activities instructors
3. Oversee the activity centre’s internal safety procedures and related staff and volunteer training
4. Develop new areas of outdoor education programming and activities
5. Contribute to the organisation’s application for the Council for Learning Outside the Classroom Quality Badge

The permanent and seasonal *Outdoor Activities Instructor* posts will work closely with the senior, lead and other outdoor activities instructors to deliver the activity centre's wide-ranging curriculum of instructed outdoor education activities for children and young people. Working within a team of instructors, the postholders will also support the maintenance of the activity centre's safety procedures.

The part-time casual *Outdoor Activities Instructor* posts will support the full-time instructors to deliver the activity centre's wide-ranging curriculum of instructed outdoor education activities for children and young people.

Each post offers an excellent opportunity for outdoor activities instructors of varying qualifications and experience who are seeking to take the next step in their careers. Our employment packages include competitive salaries, in-service training, effective managerial supervision, on-the-job mentoring support, and a friendly and supportive working environment.

Information About The Appointees:

We're looking for committed, knowledgeable and qualified outdoor activities instructors with a proven track-record for the delivery of high-quality outdoor education services for young people. You will be an enthusiastic, flexible, and 'young people-friendly' individual who enjoys working in an outdoor setting, and who has a proven ability to deliver group-based informal learning processes. You'll be an effective team-player, who can work cooperatively with colleagues and stakeholders at all levels of the organisation. You'll have a relevant range of outdoor education qualifications and accreditations, and will be happy to undertake further training in your specialist field. You'll have a proven track record for delivering the highest standards of safety, support and service to the customer. You'll have an absolute commitment to the management of safety, and be able to undertake scheduled equipment checks and deliver reactive maintenance activities. You'll hold, or be willing to be vetted to receive, a current and satisfactory Enhanced DBS Certificate. Finally, you'll be willing to work flexibly, and able to work regular weekday evenings, weekends and bank holidays, and deliver periodic overnight duties.

The Application Process:

If you'd like to have an informal discussion about this post, please contact Stuart Whythe, Deputy Activity Centre Manager / Programmes Manager. Stuart can be contacted on 01932 863 243 during office hours.

If you'd like to apply for this post, please send us an electronic copy of your current CV, and a covering letter that sets out how your professional experiences, qualifications, and competencies make you a suitable candidate for your chosen post. Your covering letter should be no longer than two sides of A4, and should be received by 11.55pm on Sunday 21st January 2024.

Please send your CV and application documents to stuart.whythe@waltonfirs.co.uk, ensuring that you state which of the posts you wish to be considered for. All applicants will be advised if they have or have not been shortlisted for interview during the week beginning 22nd January 2022, with interviews to be held during the week beginning 29th January 2024. Application and interview feedback will be provided on request.

For more information about our organisation, please go to www.waltonfirs.co.uk. Thank you for your interest in Walton Firs Activity Centre!

Yours faithfully,

Chris Scott

Chris Scott
Chief Executive Officer and Activity Centre Manager
Walton Firs Foundation and Activity Centre