

Job description

Job title: Senior Instructor

Grade: Dorset Council Grade 9

Job evaluation reference: ES663

Job family: Education and Youth

Purpose and impact

To deliver outdoor education day visits to schools and academies, both from within Dorset and further afield. Educational visits are to also include regular participation or intervention programs by means of alternative educational provision. To provide specially tailored adaptations for students with special educational needs and offer these on a small group or one to one basis.

To provide outdoor active leisure opportunities to the residents by means of a varied family events and activity program. Ideally encouraging an outdoor lifestyle and associated health and wellbeing benefits.

To provide an opportunity for visiting tourists to be active on holiday and take part in outdoor sports within Dorset.

Key responsibilities

1. Deliver safe and informative outdoor sports tuition
2. Ensure that all tuition is delivered to specification outlined within the standard operating procedures for the centre and those specified by the relevant national governing bodies and HSE requirements.
3. Hold and keep current a range of instructor qualifications
4. Ensure safe working practices of the team
5. Carry out essential equipment checks and maintenance and accurate logging of such activities
6. Report and log accurate records of incidents, accidents and near misses
7. Keep accurate records of certificates issued
8. Deputise for the Centre Manager during periods of absence such as days off and leave.
9. Coordinate with other team members to ensure the smooth running of multiple activity groups operating at a variety of locations on any one given day
10. To greet customers, deliver briefings and correctly equip participants for the day
11. To brief and de-brief other team members and keep records of the activities delivered
12. Assist with getting quotes and procurement of equipment as directed by the Centre Manager
13. Deliver staff training and development opportunities throughout the year
14. To induct, observe, support, and provide guidance and mentorship to all other instructors ensuring that their deliver meets the operating procedures and guidelines.
15. Assist the administration team and provide reception cover during periods of leave or at weekends.
16. Drive the minibus with customers to/from and between locations.



17. Ensure the maintenance schedule of the fleet vehicles is undertaken in accordance with the H&S needs.
18. Assist the Centre Manager with creating activity schedules, session plans and staff allocation.
19. Assist the administrative team with producing advertising content such as posters, news articles and social media and website content.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Centre Manager

Responsibility for: Shared accountability for indirectly overseeing the lead Instructors and Instructors within the team on a day-to-day basis. These post holders will overall report to the Centre Manager.

Other factors

20. Outdoor working environment, in all weather conditions and year-round.
21. Hazardous working locations; working in/on/near water, working at height on cliff faces, coastal paths and climbing towers.
22. Working with children and vulnerable adults.
23. Regular weekend and evening working

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Educational qualifications to A-Level or equivalent alternative qualifications	Application form
2. Rock Climbing Instructor or Development Instructor. (Climbing Wall Instructor as a minimum)	Application form
3. Paddlesports Coach (canoe/kayak ideally open water, sheltered water as minimum) or Sea Kayak Leader Award.	Application form
4. 4. SUP Coastal Leader Award (SUP sheltered water coach as minimum or BUSUPA Level 1)	Application form
5. Dinghy Sailing Senior Instructor with Safety Boat (Dinghy Instructor with Powerboat level 2 as minimum)	Application form
Experience	
6. Two years or four full summer seasons worth of experience delivering outdoor adventurous activities to a range of clients.	Application form
7. One years' worth of experience working with young people in an instructor or teaching capacity	Application form
8. Experience working with special educational needs and youngsters with challenging behaviours or have qualifications in teaching, outdoor counselling, or mentorship	Application form
9. Experience in supervising team members	Application form
10. Experience in assisting with or leading on inspections and pre-inspection paperwork	Application form
11. Experience in promoting the safeguarding and welfare of young or vulnerable people.	Application form
Knowledge, skills and abilities	
12. Risk assessment training and experience in reviewing annual assessments.	Interview Assessment
13. Confidence and ability to make in-the-moment calculated judgements and decisions ensuring the safety and enjoyment of the team and customers.	Interview Assessment
14. Excellent communication skills, demonstrated by experience interacting with a wide range of customers though a coached approach	Interview Assessment
15. Detailed knowledge of reviewing and working to standard operating procedures and current national governing body and HSE requirements.	Interview Assessment
16. Ability to work independently and without constant direction or supervision	Interview Assessment
17. Ability to stay calm under pressure and work to deadlines with conflicting priorities	Interview Assessment
18. Demonstrates continued professional development and willingness to go on training courses	Interview Assessment



Our values	
19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment
Other	
24. 16 Hour First Aid	Application form
25. Safeguarding	Application form
26. Full driving license	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
27. Graduate education to degree level in a relevant subject area i.e., Outdoor Education, Sport Science, Teaching.	Application form
28. Powerboat Instructor	Application form
29. Archery Instructor	Application form
30. National Coaster Charter Guide	Application form
31. Mountain Bike Leader	Application form
32. Safeguarding Practitioner / Lead Safeguarding Officer	Application form
33. Risk Assessment Training	Application form
34. PPE Equipment Checking Competent Person Training	Application form
Experience	
35. Teaching in either a school or outdoor environment setting	Application form
36. Delivering staff training, upskilling and mentorship	Application form
37. Digital marketing and website content	Application form
Knowledge, skills and abilities	
38. Coached conversations and excellent teamwork ability	Interview Assessment
39. Good computer skills including use of excel	Interview Assessment
40. Accurate record keeping	Interview Assessment
41. Good knowledge of outdoor equipment maintenance requirements	Interview Assessment
42. Good listening skills and empathy with customers	Interview Assessment



Other	
43. Minibus driving license (D1)	Application form
44. Practical maintenance skills and use of tools, including powered.	Application form

Approval

Manager's job title:
Date: February 2025

