**JOB DESCRIPTION**

**ADULT AND COMMUNITY BASED SERVICES**

## **JOB TITLE**: SENIOR ACTIVITY INSTRUCTOR (CARLTON & OUTDOOR ACTIVTIES)

**SECTION:**  ACTIVE & CREATIVE HARTLEPOOL

**GRADE:**  BAND 9 (£25,419 - £27,514)

**RESPONSIBLE TO:** SENIOR ACTIVITY COORDINATOR

**POST REF NO:** 101945

## **Purpose of Post**

The post holder will provide support to the Participation Manager (Outdoor Activities) and Senior Activity Coordinator in the day to day management, work and operation of the centre.

## To lead groups of participants in a range of outdoor, adventurous, environmental and social activities. This will be mainly at Carlton Adventure, although may include other venues such as the lakes.

**Relationships**

The post holder will be a member of the centre’s senior staff and will play a significant role in representing the centre and wider outdoor activities service. He or she will be required to develop effective and professional relationships with service staff and a wide range of other people from schools, local authorities and the wider community.

**Main Duties and Responsibilities**

**Service Provision**

* To assist the Senior Activity Coordinator and Participation Manager (Outdoor Activities) in ensuring the efficient and effective operation of the centre in line with operational policies and procedures, all licenses held and the centres business plan.
* To assist fully and as appropriate take a leading role in matters concerned with the day-to-day running of the centre. This will include gaining an understanding of the booking system so that they can assist the sites administration as and when required, assisting in managing the centres calendar, and when required visiting current and potential clients to discuss bookings.
* Assist with the development and upkeep of all quality assurance systems in place at the centre, this will require equipment inspection training, and the completion of regular 6 monthly kit checks as required by law.

**Course Delivery**

* Monitoring activities and developing the centre in liaison with the Senior Activity Coordinator and Participation Manager (Outdoor Activities).
* To lead, teach and instruct groups of pupils in a wide range of adventurous, environmental and social activities that if required link to and support the school curriculum.
* To lead, teach and instruct non-school groups in a wide range of outdoor activities.
* As required, plan, programme and deliver courses and liaise with leaders of visiting groups.

**Curriculum Development**

* To contribute to meeting curriculum development targets as set out within the centre’s business plan.
* To have particular responsibility for one or more areas of adventurous and / or curricular activity as appropriate to the post holders experience, qualifications and the operational needs of the centre.
* To take a supporting role in exploring and developing all means by which children’s experience of outdoor and residential education can be linked to and support the mainstream curriculum and the ‘Every Child Matters’ agenda.
* To have responsibility for developing one or more areas of activity applicable to the centre’s ‘non schools’ programme
* In line with the service plan, assist, with the preparation of a comprehensive and varied programme of suitable inclusive activities appropriate to the needs of users and potential users. This will also include the development of resource materials.

**Staff Management**

* Recruit and supervise self-employed and casual instructors.
* As necessary and in the absence of the Senior Activity Coordinator and Participation Manager (Outdoor Activities) direct and co-ordinate the work of other staff on site.
* To assist with recruitment, appraisal and monitoring of staff, overseeing their ongoing development through the adherence and use of all HR policies and procedures.
* Arrange CPD for staff on-site including freelancers if and when required, and ensure that all staff qualifications are maintained and up to date, such as MIDAS, Information Governance, DBS, Safeguarding and Child Protection.

**Health and Safety**

* To assist the Participation Manager (Outdoor Activities) and Senior Activity Coordinator in monitoring, reviewing and applying all procedures relating to Health and Safety matters at the centre.
* To deliver activities safely in accordance with guidelines and procedures as prescribed by the centre, LOTC and the Adventure Activities Licensing Authority.
* To have responsibility for one or more areas of Activity and / or Premises related Health and Safety matters.
* Write and renew risk assessments regarding activities.

**Resource Management**

* To procure, develop and maintain activity equipment and a broad range of other centre facilities.
* To contribute to the development and preparation of resource materials that can be used by visiting groups, teachers and pupils.

**Marketing and Communication**

* To contribute to the marketing and communication of opportunities at the centre and within the Outdoor Activities Team that progress the delivery to its maximum usage.
* Promote and maintain good public relations, dealing with complaints, comments and enquiries from existing or potential service users.

**Other**

* To provide assistance with the development and maintenance of all aspects of the centre’s facilities.
* Any other duties of a related nature that might reasonably be allocated by the Senior Activity Coordinator, Participation Manager (Outdoor Activities) or member of the services management team.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date:

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**