

Job Description

Job title	Seasonal Outdoor Education Instructor
Location	Heatree Activity Centre (some off-site working on Dartmoor will be required)
Reporting to	Outdoor Education Manager
Hours of work	Full-time Seasonal (February - November) Monday - Friday 8.30am - 5pm
Salary/Grade	£27,664 (pro rata £23,053)

Job Purpose

To be part of a dynamic team of experienced instructors in delivering inspiring, Christian-themed outdoor adventure sessions that engage young people of all ages and abilities. Through fun activities in creation, we aim to nurture personal growth, build confidence and create lasting memories rooted in Christian values.

Main Duties and Responsibilities

1. Deliver all aspects of the Centre's Christian Outdoor Education programme:

- To arrive promptly and prepared for daily sessions and team briefings.
- To plan, implement and lead safe and high-quality outdoor education sessions for schools and youth groups in line with the operating procedures and risk assessments.
- To act as a main point of contact when required; welcoming groups, solving problems and building rapport.
- To liaise with teachers and group leaders before and during their visit to shape and adapt programmes as needed.
- To uphold the Charity's safeguarding policy at all times.

2. Take an active role in facilitating our vision for young people to encounter God through adventure:

- To work directly with young people or within the team towards delivering the vision.

3. Engage in the Christian ethos and ministry of the Centre:

- To attend morning prayers with the team.
- To uphold the Christian values of the charity.

4. Contribute to the ongoing development of the outdoor activities in line with the Charity's mission:

- To identify opportunities to improve and adapt activities.
- To actively contribute towards activity reviews.
- To engage in peer review, encouragement and reflection as part of the Outdoor Education team.

5. Host groups at weekends and during school holidays as required:

- To provide a warm and confident welcome for groups.
- To communicate key information such as the fire procedure and all aspects on the host check-list.
- To support groups with practical needs such as using the kitchen, AV or accommodation issues.
- To offer spiritual encouragement and prayer support to group leaders where appropriate.

6. Assist with equipment checks, upkeep, and wider site maintenance:

- To keep equipment and kit clean and in good order daily and following activity sessions.

- To immediately report damaged or unsafe outdoor equipment or kit to the Outdoor Education Manager.
- To assist with repairs and maintenance of equipment.
- To assist with audits, safety checks and winter maintenance around the centre.

7. Support Centre administration:

- To ensure rotas, holiday requests, timesheets, reporting and any other communication is completed accurately and on time.
- To ensure that accidents are dealt with appropriately including monitoring, recording, and reporting.

8. Contribute to the smooth running of the Centre:

- To assist in other departments such as housekeeping, kitchen and maintenance as required.

Work Environment & Physical Demands

- The work environment is outdoors in a range of environments.
- The role is physically demanding and requires physical resilience and an ability to perform duties in all weathers.
- There are risks associated with any outdoor education activity.

Key Contacts and Relationships

External

Group leaders - direct communication before arrival to assist group leaders planning and to troubleshoot

Internal

Outdoor Education Manager - for line management, development, accountability and performance targets and annual reviews.

Office Team - for information relating to groups' medical data and relevant booking details and for planning and implementing the gift shop. Also, for admin relating to employment, holiday, sick leave and expenses.

Outdoor Education Team - working together to peer review, encourage and assist one another in delivering high quality Christian outdoor education activities.

Person Specification

	Essential	Desirable
Personal Attributes		
Demonstrates an active Christian faith	Yes	
Consistently shows integrity in all aspects of their work	Yes	
Brings enthusiasm and energy to the role	Yes	
Reliable and committed in fulfilling responsibilities	Yes	
Displays adaptability in responding to changing circumstances and needs	Yes	
Personable, approachable and able to build positive relationships	Yes	
Demonstrates excellent communication skills	Yes	
Able to lead confidently while also willing to be led	Yes	
Has a personal enjoyment of outdoor activities	Yes	
Knowledge		
Has an understanding of the physical/mental/spiritual development of children and young people		Yes
Has an understanding of different learning styles and ability to adapt sessions to meet clients' needs		Yes
Experience & Achievements		
Experienced in delivering outdoor adventure education	Yes	
Experienced in sharing the Christian Faith with young people	Yes	
Experienced in delivering a high standard of customer service		Yes
Experienced in working within standard operating procedures and risk assessments	Yes	
Qualification and Professional Memberships		
Climbing qualification		Yes
Watersports qualification		Yes
Walking qualification		Yes
D1 minibuss driving licence		Yes
Archery qualification		Yes
Bushcraft / Forest School qualification		Yes
Mountain Biking qualification		Yes
At least one of the above	Yes	
Other Requirements		
Demonstrates a commitment to our core values	Yes	
Ability to travel efficiently in order to carry out duties	Yes	
Ability to be flexible with work hours to meet the needs of the Centre	Yes	