



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Instructor / Senior Instructor

Department: Children's Services

Grade: [Single Status 4/5 \(Single Status 3 for under 18s\)](#)

Responsible to: Centre Manager

Purpose of the Role:

Buzz Active outdoor centres deliver activities to a wide range of groups and individuals across its three activity centre sites in water and land based outdoor education and training.

The activity instructor is responsible for delivering quality and engaging sessions and courses to the client base, they will assist the Chief Instructor and Senior Instructors in day to day delivery and care of clients, equipment and facilities and are responsible to the Operations Manager.

Under 18s

Employees under the age of 18 cannot lead sessions independently and will be supported by another member of the team who is over 18. Under 18s will start on single status 3 and will progress to single status 4 when they turn 18 and can independently lead sessions.

Key tasks:

1. Responsible with the Senior Instructor/Operations Manager to ensure the implementation of the National Governing Body schemes taught at the Centre.
2. Assist the senior instructor or centre manager to ensure the course is run successfully or to run the course successfully.
3. Follow the instructions given by the senior instructor to ensure the good practice of all risk assessments and operational procedures.
4. Assist with the practical application of activities and courses.

5. Know and accept the practices outlined in our centre manual, including but not limited to;

- safe teaching areas
- safety ratios
- local hazards
- cleaning and maintaining the centre facilities and equipment
- accident reporting and operational procedures.

Senior Instructor - progression to single status 5 is dependent on the following additional duties being required and the qualification requirements being met:

1. Supporting the Chief Instructor in presiding over a team of instructors, leading and mentoring staff teams on a day's activities. On occasion assisting the managers by managing the sites with other senior staff, once appropriately inducted at the relevant site for the individual's qualifications.
2. Organise the practical application of activities and courses, using appropriately well-maintained equipment and with adequate safety backup.
3. Establish safe teaching areas and know all the local hazards.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

PERSON SPECIFICATION

Essential education and qualifications

1. Progression to single status 5 requires one of the following qualifications:
 - Royal Yachting Association (RYA), Senior Instructor
 - PaddleUK, Paddlesport Coach
 - PaddleUK, Paddlesport Leader
 - Mountain Training, Climbing Wall Instructor
 - European Ropes Course Association (ERCA), High Ropes Instructor
 - Training or experience of leading teams at a PaddleUK affiliated club and/or a land-based activity centre.

Essential key skills, abilities, knowledge, experience, values and behaviours

2. Communication Skills.
3. Ability to work with individuals from a wide range of abilities and cultures.
4. Approachable and sensitive to the needs of others.
5. Familiarity with the National Governing Body (NGB) activity schemes delivered by the centre.
6. Training or experience of working at an RYA affiliated centre and/or a PaddleUK affiliated club and/or a land-based activity centre.
7. Experience of working with activity groups.
8. Ability to work as part of a team.
9. Commitment to quality and to 'customer care'.
10. Willingness to share expertise, skills, knowledge and encourage others to do the same.

Desirable key skills, abilities, knowledge, experience, values and behaviours

11. One or more of the following;

- Royal Yachting Association (RYA) instructor in sailing, windsurfing, powerboating
 - PaddleUK instructor, leader or equivalent relevant qualification
 - Mountain Training Rock Climbing Instructor or Climbing wall instructor
 - European Ropes Course Association (ERCA) high ropes instructor
 - Archery GB instructor
 - National Small-bore Rifle Association, Youth Proficiency Scheme tutor
 - Proven bushcraft or team game delivery experience
 - National Governing Body instructor certificate.
12. Knowledge of the structure of NGB courses.
 13. Experience of working with a team of instructors/volunteers.
 14. Has trained or worked at a Royal Yachting Association, Adventure Activities Licensing Authority recognised centre in the last 2 years.
 15. Has trained or worked at a PaddleUK, affiliated club.
 16. Attended centre 'in house' training.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No