

**Job Title:** Instructor in Outdoor Education  
(As & When – MYL)

**Job Grade:** Band 4

**Directorate:** Schools, Children and Families

**Job Reference Number:** P01830

### The Role

Delivery and development of quality outdoor education programmes. Work face to face with young people on-site and in remote locations and to take responsibility for a curriculum area in the centre.

### Job Purpose

To deliver a programme of quality Outdoor Education programmes and develop new opportunities according to customer requirements. To take responsibility for leading activities on and off site and to ensure that clients are supported throughout their programme in accordance with the relevant Codes of Practice and Health & Safety Guidelines.

### Key Accountabilities

- Contribute to the running of the Essex Outdoor through leading on specific projects and provide cover for other instructional and senior staff.
- To meet with customers to negotiate and develop programmes to meet customer needs.
- To be responsible for the effective implementation of the daily programme of activities in line with the Centre and County Councils policies and guidelines.
- Manage and maintain activity resources in accordance with health and safety guidelines for personal and protective equipment.
- Negotiate with young people on their involvement in the programme planning, implementation and evaluation.
- Involve young people in the decision-making processes whereby individuals and groups take on responsibilities for themselves and others in their project and the wider community.
- To participate in facilitation of professional development needs of other staff, to be proactive in the development of one's own personal development.



- Assist in the delivery of a coherent progressive and well-planned programme of outdoor activities for young people in line with the Centre and County Councils policies and guidelines.
- To support the team of instructors in delivering the Centres outdoor educational programmes.
- Evaluate and review the work being undertaken and report on the progress of this work at agreed intervals.
- Participate in and contribute to the staff development programmes.
- Work towards ensuring that opportunities are accessible to all, recognising the disadvantages that individuals experience on the basis of gender, sexuality, disability and other socio-economic factors.
- To be a positive role model for young people visiting the Centre.
- Take part in the Service supervision scheme and performance management scheme to identify priorities and learning needs and to be responsible for the learning and development of staff reporting to the post taking account of the performance management process.
- Comply with individual responsibilities for staff and young people, in accordance with work role, for health and safety in the workplace.
- Ensure Safeguarding procedures are followed and that all concerns are reported using the correct procedure.
- Ensure all duties and services provided are in accordance with the County Council Equal Opportunities Policy and Practice.
- Undertake any other reasonable duties commensurate with the level of post as directed by The Centre Manager or the Outdoor Education Service Manager.

### **Other information relevant to the post**

To be able and willing to:

- Undertake evening, weekend and residential work.
- Accompany young people on visits and outings which may include outdoor activities.
- Travel throughout an operational area is an integral part of the role therefore, a driving licence and use of a car or access to other alternative effective transport arrangements is essential

This role involves a significant amount of work outdoors and a lot of activities of a physical nature. The role will also require evening weekend and residential working. The ability to undertake physical aspects of the job is important and the scope for reasonable adjustments under the Disability Discrimination Act will be explored with candidates as part of the recruitment process.

## **Knowledge, Skills and Experience**

- Possess relevant professional qualifications to include:
  - Mountain Leader (Summer) - qualified
  - SPA - qualified
  - Local Cave Leader (South Wales) - qualified
  - BCU Level 2 Paddlesport - qualified
  - Swift-water rescue - qualified
- Leading teams, project and program development experience
- Evidence of ongoing recent professional development
- Appropriate First Aid Qualification
- D1 & D1E driving licence category
- Competent in MS Office, word processing, spreadsheets and databases to European Computer Driving Licence standard or equivalent.

## **Values and Behaviours**

### **Passionate - about achieving results**

- Takes specific action to improve team or individual performance
- Agrees standards and intervenes promptly and constructively to tackle inappropriate behaviour or poor performance
- Is tenacious and focused on achieving results, overcoming obstacles
- Ensures team or colleagues understand what is expected of them to achieve targets

### **Responsive - to customers' needs**

- Monitors customer satisfaction, actively seeking feedback
- Uses feedback and information to improve the way things are done
- Contributes above and beyond usual expectations to meet customer needs
- Takes personal responsibility for correcting problems and resolving mistakes positively
- Takes action to identify and connect with disengaged customer groups

### **Inspirational - and bold in thinking and solutions**

- Anticipates and takes action in order to create and seize opportunities, or avoid crises in the medium term
- Identifies and implements quick wins
- Takes an overview of complex situations to generate new perspectives – 'thinks outside the box'

- Seeks out good practice within their field and uses it to challenge and improve what we do
- Reacts positively to problems / issues, developing solutions

### **Supportive - of others' input and perspective, working as one**

- Shares resources or provides support to further cross-team and/or cross-functional working
- Values and seeks out the input of others, to establish an inclusive environment and deliver services
- Brings people together to share insights and concerns on common goals and to make informed decisions
- Acts in an ethical way, even when this is difficult to do

### **Motivating - others and trusting them to deliver**

- Takes action to enable team to achieve maximum contribution, ensuring/providing appropriate structures, resources and staffing
- Communicates vision, direction, and outcomes clearly, motivating others to achieve
- Shows belief and confidence in staff, delegating appropriately and encouraging staff
- Provides regular, balanced feedback and ongoing coaching to the team and individuals
- Acknowledges and rewards good work, celebrating team and individual successes

### **Safeguarding**

Essex County Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

### **Pre-Employment Checks appropriate to this Job Profile**

Essex County Council (ECC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

The information below provides pre-employment screening guidance for candidates applying to this job at Essex County Council.

**Role Requirement:**

Working with children / vulnerable adults in a specified place or post

Pre-Employment Check	Definition
<b>Self Declaration</b> (Spent and unspent convictions)	A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children
<b>CRB Enhanced Level</b> (renewed every three years)	The CRB (Criminal Records Bureau) check will be sought by ECC before a start date is agreed
<b>ISA Registration – Regulated</b> (Currently subject to Home Office review)	ECC will administer the ISA Register check
<b>References</b>	<p><b>All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:</b></p> <ul style="list-style-type: none"> <li>• At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer</li> <li>• Reference history covering a minimum of five years employment</li> <li>• A reference from the last employer where the post gave access to children or vulnerable adults</li> </ul> <p><b><i>Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where appropriate additional character references will be taken up</i></b></p>
<b>Medical</b>	All new recruits and employees whose role changes significantly are required to complete a medical health questionnaire
<b>Eligibility / Right to work in the UK</b>	Proof is required and original documentation will be sought i.e. passport or full birth certificate
<b>Regulatory qualifications and professional registration</b> (subject to role)	Original qualification certificates and proof of registration with a professional body are required (if applicable)
<b>SWIFT / Protocol</b> ( <b><i>Vulnerable People and Young Children Team only</i></b> )	A check against the individuals name on the Social Care electronic database will be administered