

Job Title: Instructor of Outdoor Education

Job Grade: Band 1 – Band 2

Directorate: Schools, Children & Families, Outdoor Education

Job Reference Number: P01743

The Role

To provide high quality professional instruction for outdoor education and activities, and to be responsible for the safety of clients on and off-site as required.

Job Purpose

To lead groups of clients on and off-site as required and to organise and run these activities for groups as outlined by the Manager and make sure that these activities are carried out in line with the Centre's and County Council's policies and guidelines.

To take a full and active part in the residential work of the Centre under the guidance of the Senior Instructor/ Manager.

Assist in ensuring the delivery of a coherent, progressive and well planned programme of outdoor activities for young people in line with the Centre's and County Council's policies and guidelines.

Key Accountabilities

- To assist in the development of the outdoor programmes.
- To assist in the effective implementation of the daily outdoor programmes.
- To assist with the supervision and pastoral care of young people (and adults where necessary) in residence in the centre.
- To comply with the Health and Safety requirements of Essex County Council as implemented by the Manager.
- Develop all work within the framework of equal opportunities as required by the County Council.
- To carry out repairs and practical maintenance tasks as required by the Manager.
- To be involved in any other aspect of the Centre's activities as may reasonably be required by the Manager.



Other information relevant to the post

To be able and willing to:

- Undertake further professional development
- 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 an advantage.
- This role involves a significant amount of work outdoors and a lot of activities of a physical nature. 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

- To relate well to young people and adults.
- To possess the ability to organise and plan ahead.
- To motivate and encourage young people and adults.
- To behave as a positive role model to clients.
- To communicate clearly and effectively.
- To support the development of specific outdoor programmes in response to assessed educational needs.
- To network to good effect.
- To establish and maintain a safe environment for the specific activity.
- To be fully committed to outdoor and residential education.
- To have experience of delivering quality activity programmes.
- To hold or be working towards ML, SPA, RYA, BCU Level II, SMBLA, or have an active interest in attaining these qualifications.

Values and Behaviours

Passionate about achieving results

- Constantly strives to do an excellent job for the Council
- Learns from mistakes
- Is professional and positive
- Takes responsibility for monitoring and achieving own targets.

Responsive to customer's needs

- Listens and responds to every customer in ways that show courtesy, respect and understanding of their individual needs.
- Maintains clear communication with customers concerning expectations and progress.
- Takes responsibility for resolving customer queries and responding to requests, within service standards/timeframes.
- Receives and acts on customer feedback positively to improve own customer service.

Inspirational and bold in thinking and solutions

- Is receptive to change, being open to new ways of working.
- Acts promptly and decisively to overcome obstacles and provide solutions
- Takes opportunities to progress the work and avoid problems in the short term
- Applies good practice to meet service or council needs.

Supportive of others' input and perspectives – working as one

- Treats colleagues with respect and values them as individuals
- Maintains positive relationships with colleagues
- Supports colleagues and is flexible towards others' needs
- Practices open and honest two-way communication, listening to others and actively sharing information
- Contributes to team dialogue/ meetings in order to develop own and team's performance.

Motivating others and trusting them to deliver

- Encourage others, acknowledges their efforts
- Shares skills and knowledge in areas of own expertise, to support others.
- Makes sure those they are working with have all the necessary information to do the job.

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
Self Declaration (Spent and unspent convictions)	A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children
CRB Enhanced Level (renewed every three years)	The CRB (Criminal Records Bureau) check will be sought by ECC before a start date is agreed
ISA Registration – Regulated (Currently subject to Home Office review)	ECC will administer the ISA Register check

References	<p>All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:</p> <ul style="list-style-type: none"> • At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer • Reference history covering a minimum of five years employment • A reference from the last employer where the post gave access to children or vulnerable adults <p><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></p>
Medical	<p>All new recruits and employees whose role changes significantly are required to complete a medical health questionnaire</p>
Eligibility / Right to work in the UK	<p>Proof is required and original documentation will be sought i.e. passport or full birth certificate</p>
Regulatory qualifications and professional registration (subject to role)	<p>Original qualification certificates and proof of registration with a professional body are required (if applicable)</p>
SWIFT / Protocol <i>(Vulnerable People and Young Children Team only)</i>	<p>A check against the individuals name on the Social Care electronic database will be administered</p>