



## **Job Description**

Job Title:	Skills for Life Instructor – Level 2
Salary banding:	£14,560-£16,380
Term:	Full time
Hours:	37 hours per week
Responsible to:	Education Programme Manager

## **Role Summary and Accountabilities:**

The primary role of a BF Adventure Skills for Life Instructor is to support children and young people to develop their personal and social skills through engagement in outdoor activities. This activity is delivered through one to one support or small group work. Skills for Life Instructors have a demonstrable passion for the outdoors and the opportunities for learning that this provides children and young people. The role offers Instructors the opportunity to develop their own skill base and a commitment to this personal development is essential.

Instructors are at the front line of recognising safeguarding concerns presented by the service users and must follow BF Adventure's Safeguarding Policy and Procedures.

Instructors are accountable to the Education Programme Coordinators and are required to engage in BF Adventure's supervision and appraisal process.

## **Key Tasks:**

- To support and supervise young people whilst on programme at BF Adventure
- To clearly identify the needs of service users in liaison with the Education Programme Coordinators
- To be responsible for planning and delivering the service in line with the specific needs of the individual or group
- To monitor, evaluate and record individuals' progression against outcomes through the reporting system.
- To monitor participants' physical and mental wellbeing throughout their provision providing support where possible
- To liaise and communicate effectively with the delivery team
- To be aware of and comply with Equal Opportunities procedures.
- To be aware of and comply with Health and Safety procedures.
- To contribute to the effective and safe running of activities both on and off-site.
- To participate regularly in activities and training to maintain personal competencies



## **Person Specification**

### **Summary**

We are looking for an energetic and approachable person who is committed to engaging young people in exciting activities, is driven to support them to learn new personal and social skills and is able to guide them through reflection of their learning. The right person for the role will be effective under pressure, have excellent decision making skills and be well practiced at time management. Effective communication skills, a passion for the outdoors and an interest in supporting young people on a personal journey of change is essential for the role.

### **Experience**

- Demonstrable experience of building relationships with young people and of positive role modelling. Experience of engaging with a range of young people and knowledge of the issues that they may be experiencing
- Relevant experience in working with young people in a variety of settings
- Experience of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Some experience of the outdoors personal or professional
- Proven experience of personal development and learning, including the capacity to reflect on own practice and actively encouraging feedback
- Positive track record of delivering projects to a given timescale
- Experience of working independently

### **Essential Skills and Qualifications**

- Passion for, and experience of, outdoor adventurous activities
- Competent to use ICT in the workplace
- Full driving licence and the use of a personal vehicle to support delivery when required

### **Desirable Skills and Qualifications**

- The holder of at least one NGB qualification in the outdoor sector
- Relevant first aid qualification
- Experience of working with children and young people who present challenging behaviour
- Experience of working with children and young people with disabilities and additional learning needs
- Relevant Youth Work and/or Teaching Qualification, eg Level 2 in Youth Work, JNC Youth and Community Work, Sports Coaching, Outdoor Instructor qualifications.
- Hold a full driving licence with minibus entitlement (D1) and MIDAS accreditation
- Commitment to BFA mission statement and objectives.

**BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post will require an enhanced DBS check.**