



Job Application Pack

Level 3 Skills For Life Instructor

Who are we?

BF Adventure is a charity that uses the outdoor environment as an educational tool to engage young people who have lived through Adverse Childhood Experiences and who face challenges in their lives that leave them vulnerable to reduced life outcomes. Our activities encourage young people to take on new challenges, manage their feelings and develop their resilience. In turn this improves their feelings of personal well-being and enables them to raise their aspirations for the future.

About the vacancy...

Our Skills for Life programme is dedicated to providing young people aged 5+ with an alternative education provision. We create bespoke, co-produced programmes built around individual need and utilising our 60+ acre site. We use a host of activities which provide challenge and experiences that are key in building self-esteem, critical thinking and improving social and personal skills. Learning differently helps young people build capacity to change and improves their outcomes. Our goal is to provide young people with support in developing resilience and effective coping strategies for dealing with the stress of life.

How to apply

- Please read through the Job Description and Person Specification on the next few pages and complete the Application Form and the Monitoring Form which can be found on our website www.bfadventure.org
- Please email your completed application form to jobs@bfadventure.org
- If you prefer to send by post please forward to:
BF Adventure,
Goodygrane Quarry,
Halvasso,
Penryn
TR10 9BX

Further Info

The closing date for applications is 9am on Monday 19/02/2018

The expected interview date is Thursday 01/03/2018 and/or Friday 02/03/2018

We will aim to let you know whether you have been selected for an interview within one week of the closing date.

Please contact 01326 340912 or enquiries@bfadventure.org if you require further information about this role

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.

BF Adventure is a Company Limited by Guarantee registered in England and Wales. Company No. 3546772

Registered office: BF Adventure, Goodygrane Activity Centre, Halvasso, Longdowns, Penryn, Cornwall TR10 9BX. Registered Charity No. 1071862

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Job Description

Job Title:	Skills for Life
Level:	Level 3
Salary/Hourly Rate:	£16,380-£18,655 pa
Term:	Permanent
Hours:	Full Time 9am to 4.30pm (some evening & weekend work will be required)
Responsible to:	Education Programme Manager

Job Description

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. Instructors are responsible for planning and delivering the service in line with the specific needs of the individual or group, clearly identifying achievable outcomes with the young person, and for the continuous evaluation of the provision to meet further identified needs. Instructors are responsible for the monitoring, evaluation and recording of the individuals' progressions against these outcomes through the reporting tool.

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 required to engage in formal supervision with the Education Programme Manager and in BF Adventure's appraisal process. Effective participation in Skills for Life team meetings is essential to further enhance the provision that BF Adventure offers.

Skills for Life Instructors have a demonstrable passion for the outdoors and the opportunities for learning that this offers 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.

Responsibilities:

- Understand how outdoor learning can be used to develop individuals' capacity
- Facilitate creative interventions with a range of service users and encourage reflective thinking
- Identify the needs of service users in liaison with the Education Programme Manager and with reference to referral information
- Effective planning of sessions and resources required to ensure effective programmes that meet the specified needs
- Understand patterns of behaviour by service users and the ability to respond appropriately in line with youth work values

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- Contribute to reporting systems to capture client information in a timely manner
- Commitment to the development of new activities to meet service users' needs
- Participate fully in BF Adventure's Performance Review, supervision, departmental/full team meetings and observations process
- Ability to evaluate and reflect on own practice and actively encourage feedback
- Participate regularly in activities and training to maintain personal competences
- Understand and apply BF Adventure's Health and Safety policy and risk assessments
- Understand and apply BF Adventure's Safeguarding Policy
- Create a degree of challenge and risk taking appropriate to the needs of the service user
- Carry out a risk assessment before and during an activity and adopt suitable preventative measures
- Monitor safety of the site and report any concerns
- Help ensure premises are clean, tidy and serviceable



Person Specification

Essential Skills and Qualifications

- Evidence of working with children or young people in outdoor settings
- Experience of planning, delivering and evaluating educational programmes of activities in partnership with children and young people.
- Experience of working effectively with volunteers
- Competent to use ICT within workplace
- Passion for, and experience of, outdoor adventurous activities

Desirable Skills and Qualifications

- At least one NGB qualification related to the outdoor sector
- Youth work qualification Level 3 or above
- Forest School qualification Level 3 or above
- Formal teaching qualification Level 3 or above
- Thrive/TISUK practitioner training
- First Aid qualification
- Current driving license
- Experience of working with children and young people who present challenging behaviour
- Experience of working with children and young people with disabilities, learning difficulties and/or additional needs
- Experience of working with looked after children and young people
- Experience of multi-agency working

Personal Qualities

- Commitment and enthusiasm for the mission statement and vision of BF Adventure.
- Commitment to quality assurance and improvement of provision
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation
- Anticipates, understands and responds to the needs of clients and volunteers.
- Able to professionally challenge discrimination and inequality
- Able to work effectively under pressure including the ability to prioritise own workload in a team setting
- The ability and willingness to work flexible hours

Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks* as necessary to facilitate the smooth running of activities.

*(within your level of experience, training and capability)

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