

Job Description

Job Title:	Apprentice Instructor, Group Delivery
Level:	Apprentice
Salary/Hourly Rate:	£3.70 ph (£6,734)
Term:	Fixed term 12 months (4 th January 2019 – 10 th January 2020)
Hours:	FT 8.30am to 4.30pm (some evening & weekend work will be required)
Responsible to:	Team Leader

Role Summary and Accountabilities:

- *To be proactive and keen in all aspects of learning*
- *To listen to advice, support and guidance from peers and instructors*
- *To actively delivery activities to a range of groups both with support and independently*
- *To be proactive with personal and group safety*
- *To check activity equipment and activity sites in line with training*
- *To support with site maintenance when requested too*

Job Description:

Activity Support/Instruction:

- To lead/support the delivery of a range of inclusive outdoor activity programmes both on and off site
- Maintain a full understanding of BFA's H&S policies and to understand and practice dynamic risk assessment of all activities
- Motivate & Enthuse Clients
- Set boundaries and impose consequences should they be exceeded
- Challenge and manage anti-social behaviour
- Adapt level of challenge to needs and capabilities of participants
- To meet the needs of each individual with a focus on inclusive participation
- To demonstrate a clear understanding of safeguarding and equal opportunities

Administration:

- Completion of all documentation relating to client groups/programmes
- Accurate submission of timesheets and monitoring of all internal communications
- Completion of equipment logs and safety checks
- Complete in a timely fashion work relating to the apprenticeship set by the apprentice training partner including evidencing work, course work, acting on feedback from mentors or trainers and all other work required for the successful completion of the apprenticeship.

Other:

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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inspiring

challenging

motivating

developing

Job Description

Person Specification

Summary

As an apprentice, you will be provided training and opportunities to deliver/support a range of activity instruction and programmes (dependent upon experience/qualifications) to the clients of BFA. To operate to a highly professional and safe standard, to create an enjoyable, challenging, fun and educational environment providing equal opportunities to a wide range of often challenging individuals.

Experience

This position is for people with very limited experience of Instructing Outdoor Activities and as such has no minimum experiential requirements. There is a high expectation that individuals have a level of interpersonal skills relevant to personal development and interacting with people with the potential that over time they would be able to lead and be responsible for groups of people participating in outdoor activities. With this in mind, here is a list of attributes essential to the position,

Essential Skills

- A commitment and enthusiasm for the vision of The BF Adventure (Staff Success factors) and high standards of service provision.
- Establishes and maintains 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 work effectively under pressure including the ability to prioritise own workload in a team setting
- The ability and willingness to work flexible hours
- Proactive team player with good communications skills
- Approachable, open and flexible
- Impress with your enthusiasm for the outdoors
- Commitment to personal development
- Self-aware and able to reflect
- Good sense of humour
- Non-discriminatory