



## What you need to know about us:

BF was established 30 years ago and has developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families.

We run programmes with young people who have a wide range of physical, mental, learning and/or behavioural difficulties, and with those who have difficulties stemming from their experiences of poverty, neglect and other disadvantages. Our positive approach develops skills and confidence, to increase self-belief with the goal of achieving more positive participation in society.

We use a combination of youth work methodology, outdoor education theory and child development awareness to ensure that our approach is grounded in evidence-based practice. Members of the team bring specialist knowledge in these areas and our commitment to training and development enables us to keep up to date with innovations.

Our mission is to **Inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**.

## BF ADVENTURE VALUES

## JOURNEY OF CHANGE

### CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



### TRUST

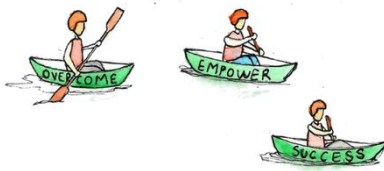
At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

### EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.

### COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



### INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!

### SUSTAINABILITY

We seek to create lasting change and to consider future generations in all of our decision making.



BF Adventure | Goodygrane Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX

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

inspiring

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## **Job Description**

Job Title:	Skills for Life Instructor – Level 3
Salary banding:	£16,380-£18,655 pa
Term:	Full time
Hours:	35 hours per week
Responsible to:	Education Programme Coordinators

## **Role Outline:**

The primary role of a BF Adventure Skills for Life Instructor is to support children and young people on a journey of change; to develop their personal and social skills through engagement in educational 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 offers children and young people. The role offers Instructors the opportunity to utilise their own skill base and a commitment to personal development is essential.

Level 3 Skills for Life Instructors work with young people in a key work capacity, forming long term positive relationships and establishing close links with referral agencies and parents / carers to plan and deliver provision which meets the needs of the young people and which support their holistic development. Instructors are responsible for creating and delivering bespoke provision in line with the specific needs of the individual or group, clearly identifying achievable outcomes with both the young person and referrers. Throughout the young person's provision, they are responsible for continuous evaluation, multi-agency working and enabling young people to recognise their own personal developments along their journey of change at BF Adventure.

Instructors are responsible for the monitoring, evaluation and recording of the individuals' progressions against these outcomes through the reporting tool. At the completion of provision, they support with transitioning the young person's progress onto their future settings.

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

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

Effective participation in Skills for Life team meetings is essential to further enhance the provision that BF Adventure offers.



## Key Tasks:

- To work in line with the BF Adventure Journey of Change; supporting children, young people, families and vulnerable adults to make positive changes in their lives
- To clearly identify the needs of allocated young people in liaison with the Programme Coordinators, referral agencies and the young people themselves
- To develop trusting positive relationships with the young person, supporting them to outline their journey of change, identifying their aims and achievable outcomes
- To plan, deliver and develop long term provision to support young people throughout their programme at BF Adventure in line with their identified needs within an individual or group setting
- To monitor, evaluate and record individuals' progression towards their planned outcomes through the reporting system and other feedback tools
- To provide Coordinators, Marketing personnel and Senior Managers with examples of practice to inform grant reports, bid writing and publicity material
- To attend multi-agency meetings as appropriate to gain an informed understanding of the lived experience of the young person, to inform ongoing provision and support young people to transfer their learning into other settings
- To safeguard young people's physical and mental wellbeing throughout their provision providing support and highlighting any concerns to the relevant person in line with BF Adventure's Safeguarding Policy.
- To liaise and communicate effectively with the wider delivery team, including the mentoring and coaching of Level 2 staff and Volunteers.
- To use reflective practice as a means to improve professional practice, including within team debriefs, and to participate regularly in activities and training to maintain and develop personal competencies
- To participate in regular supervision sessions, yearly performance appraisals and team meetings and to demonstrate commitment to the continuous quality improvement of services.
- To work within BF Adventure's framework of Equal Opportunities and to understand and celebrate diversity.
- 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, including the dynamic risk assessment of situations, Area of Special Responsibilities (ASR) and incident reporting.



## **Person Specification**

### **Essential Experience and Knowledge**

- At least 3 years' relevant experience in working with young people in a variety of settings, including who present challenging behaviour
- Demonstrable experience of building professional relationships with a range of young people and of positive role modelling.
- Knowledge and understanding of Adverse Childhood Experiences and their potential to impact on children and young people's development; knowledge and understanding of how to adapt learning environments to meet these developmental needs
- Experience of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Knowledge of how outdoor activities and informal learning can be used as a tool to support children and young people
- Knowledge and understanding of the importance of multi-agency working, information sharing and demonstrable experience of practice.
- 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**

- Experience of working with children and young people with disabilities and additional learning needs
- The holder of at least one NGB qualification in the outdoor sector
- Relevant first aid qualification
- Relevant Youth Work and/or Teaching Qualification, eg JNC Youth and Community Work, Level 2 in Youth Work, Sports Coaching, Forest School Level 3, Counselling, Outdoor Instructor qualifications.
- Evidence of relevant training eg Thrive, TISUK, Motivational Interviewing, Signs of Safety, Appreciative Enquiry, Team Teach, managing challenging behaviours
- Hold a full driving licence with minibus entitlement (D1) and MIDAS accreditation



## Personal Qualities

- Commitment to BF Adventure's values, mission statement and objectives.
- Commitment to quality assurance and improvement of provision
- Commitment to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation
- Able to anticipate, understand and respond 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
- Commitment to our environment including recycling waste, care for wildlife and plants and reduction in use of energy

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

**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.**

## What next?

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website. You can either use the online version or the Word format
- If you choose the Word document please save the Application Form in the following format:  
Your name\_S4Lapplication\_date
- Please email both forms to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject Skills for Life Instructor Application

The closing date for applications is **8<sup>th</sup> Feb 2019**

Interviews are scheduled to take place during the w/c **25<sup>th</sup> Feb 2019**, although this is subject to change.

Please do not hesitate to phone us on 01326 340912 if you have any questions.

Many thanks for your interest and we look forward to hearing from you!



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