



# Adventure Centre Apprentice Instructor Job Pack



## Apprentice Instructor, Adventure Center

### About the role:

BF Adventure 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.

Becoming an apprentice at BF Adventure is highly rewarding and aims to provide a well-rounded understanding of the Outdoor Activity Sector as well as enabling the pathway towards becoming an Outdoor Instructor.

At BF Adventure our mission is to **inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**. We work in line with a set of core organisational values

## 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 deliver lasting change and to minimise our impact on the planet.





## Job Description

**Post Title:** Apprentice Instructor, Adventure Centre

**Salary Level:** Apprentice £5.28 (£9,609 PA)

**Dates:** 3<sup>rd</sup> October 2023 to 10<sup>th</sup> November 2024

**Hours:** 35 hrs per week

**Responsible to:** TBC

### **Main purpose of Job:**

As an apprentice, you will be provided with training and opportunities to deliver/support a range of activity instruction and programmes (dependent upon experience/qualifications) to the clients of BF Adventure. 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.

### **Main Tasks (not exclusive)**

#### **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 deliver 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 to*

#### **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 Health & Safety 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
- To support the delivery of Via Ferrata Cornwall CIC as and when requested

##### 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)

### **Personal Specification**

#### **Experience and Skills**

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:

- A commitment and enthusiasm for the vision of BF Adventure 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 humor
- Non-discriminatory

#### **Personal Characteristics**

- Commitment to BFA mission statement, objectives and values
- The ability and willingness to work flexible hours

#### **Desirable**

- Hold a current, clean driving license;



## **Safeguarding**

BF Adventure is committed to safeguarding children, young people and vulnerable adults. We can only accept applications through our application form and the successful candidate will be required to complete an enhanced DBS check.

Please see our website [bfadventure.org](http://bfadventure.org) for the full job description, application form and how to apply. Please note, we will only accept applications through this process.

## **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\_jobtitle\_application\_date
- Please email the form to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject "Job title Application"

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!