



## What you need to know about us:

BF was established 35 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; we describe our facilitation style as Trauma Informed Youth Work in the Outdoors. 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.

During the last year we have been fortunate in developing a partnership arrangement with Cornwall Scouts and are able to expand our delivery into the East of Cornwall through use of their site at Nine Ashes.

For more information on the difference we make please see our Social Impact Report on the website.

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 is a company limited by guarantee registered in England and Wales. Company No. 0772  
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 Youth Support Worker/Instructor – Level 2
Work Base:	Nine Ashes, Bodmin
Salary banding:	£18965 pro rata (pay award pending April 2024)
Term:	Part-time, permanent contract (subject to probationary period)
Hours:	2 days per week, term time only. Some additional training days to be agreed, in consultation, upon job offer
Responsible to:	Skills for Life Coordinator
Contract start:	April 2024

## **Role Outline:**

The primary role of a BF Adventure Skills for Life Youth Support Worker/Instructor is to support children and young people on a journey of change; to develop their personal and social skills through engagement in outdoor activities, facilitated through our Trauma Informed Youth Work approach. 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. This Level 2 role is a trainee role that offers Instructors the opportunity to develop their own skill base and a commitment to this personal development is essential. L2 Instructors will agree with their line manager a set of objectives that should enable them to move to a L3 position within the year.

Level 2 Skills for Life Youth Support Worker/Instructors work with children and young people to develop professional positive relationships. Instructors will be supported by Coordinators to establish links with referring agencies and parents/carers as appropriate, to identify achievable outcomes and to facilitate the creation and delivery of bespoke provision in line with the specific needs of the individual or group. Throughout the young person's provision, they are responsible for continuous evaluation, maintaining a multi-agency approach and enabling young people to recognise their own personal developments along their journey of change at BF Adventure.

Youth Support Workers/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 the Coordinator with transitioning the young person's progress onto their future settings.

Youth Support Workers/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.

Youth Support Workers/Instructors are accountable to the Skills for Life Coordinators and are required to engage in BF Adventure's supervision and appraisal process.

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

**This is our standard job description for all Skills for Life Youth Support Workers/Instructors. Please note that the main function of this role is to support delivery of small group work with young people facing challenges with their mental health and well-being. We anticipate that this role will develop over time as we increase our delivery from the Nine Ashes site.**

### **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 Coordinators, referral agencies and the young people themselves
- To develop trusting positive relationships with the young person, supporting them to outline their personal 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 provide information to Coordinators to inform multi-agency meetings, or to attend if appropriate
- 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.
- 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.

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## **Person Specification**

### **Essential Experience and knowledge**

- Some relevant experience in working with young people in a variety of settings
- Demonstrable experience of building relationships with young people and of positive role modelling in a volunteer or professional capacity.
- Experience of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Proven experience of personal development and learning, including the capacity to reflect on own practice and actively encouraging feedback

### **Desirable Experience and Knowledge**

- Knowledge of Adverse Childhood Experiences and their potential to impact on children and young people's development; knowledge of how to adapt learning environments to meet these developmental needs
- Knowledge and understanding of the importance of multi-agency working, information sharing and demonstrable experience of practice.
- Knowledge of how outdoor activities and informal learning can be used as a tool to support children and young people
- Experience working with young people in outdoor learning settings

### **Essential Skills and Qualifications**

- Passion for 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 who present challenging behaviour
- 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 Level 2 in Youth Work, JNC recognised Youth and Community Work qualification, Sports Coaching, Outdoor Instructor qualifications, Trauma Informed Practitioner
- Hold a full driving licence with minibus entitlement (D1) and MIDAS accreditation

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## 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 [Outdoor Instructor And Youth Work Jobs | BF Adventure](#). You can either use the online version or the Word format. (Hint - the word format is easier to use if you have considerable employment history and want to write a substantial supporting statement, which we would encourage!)
- If you choose the Word version please save the Application Form in the following format:  
Your name\_S4Lapplication\_date
- Please email the form to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject Skills for Life Instructor Application
- Closing date for applications is 9am Friday 9<sup>th</sup> Feb. Planned interview date is Wednesday 21<sup>st</sup> Feb (subject to change).

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