

# Job Description

## For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Outdoor Education Instructor	JEID	L0378
Salary Grade:	NJC, Scale G, £21589 - £23836		
Team:	Marle Hall Outdoor Education Centre		
Service Area:	Education Services		
Primary Location:	Marle Hall Centre for Outdoor Learning, Conwy. North Wales.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Head of Centre		
Responsible for:	Safe delivery of adventurous and educational outdoor learning programmes to a range of client groups		

#### Role Purpose

To develop, coordinate and deliver outdoor adventurous activity and environmental programmes to a range of residential and other groups

#### Role Responsibilities

Under the direction of Head of Centre/Deputy Head of Centre/Senior member of staff –

1. Deliver and review high quality outdoor and adventurous activity programmes to schools, youth organisations and other approved client groups
2. Ensure that aims and objectives of individual programmes meet agreed expectations of client groups
3. Identify and assess risk, promote best practice to freelance staff, visiting staff and client groups and work within the Health and Safety Guidelines of the centre
4. Keep abreast of outdoor learning developments especially in the context of work with young people
6. Assist with monitoring usage, record keeping, maintenance and replacement of outdoor equipment
7. Assist with maintenance of other centre assets and resources, including building, grounds, vehicles as required
8. Be available to work on weekdays/evenings/weekends as required, plus occasional residential work (e.g. camps, courses operating away from the centre, etc.)

9. Undertake a range of administrative duties commensurable with the post
10. Undertake other such duties commensurable with the post as maybe requested by the Head of Centre or their representative

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

A minimum of two years recent experience of delivering high quality outdoor education programmes to a variety of client groups in a range of settings	A, I, P
Good knowledge and understanding of adventure activity as a tool for personal/social development	A, I, P
A minimum of the following outdoor NGB Awards: Mountain Leader Summer Rock Climbing Instructor UKCC Level 1 or equivalent Current 16 hour First Aid qualification	A, D
Full UK driving licence with D1 entitlement and able to drive the Centre minibuses	A, D
Able to work independently and as part of a team	A, I
Good customer care skills	A, I
Reliable with good time management skills	A, I
Ability to work flexibly to meet the needs of the Centre	A, I
Able to participate fully in the range of activities on offer	A, I

### Desirable Criteria

Assessed By:

The following higher level/additional outdoor NGB Awards: UKCC L2 + 4* + MWE (sea or inland) (or BCU equivalent) Local Mine Leader Award Level 1 or 2	A, D
Full UK driving licence with D1E entitlement (minibus and trailer)	A, D
Current MIDAS minibus test	A, D
Experience of delivering environmental education/field studies (biology/geography/geology/etc)	A, I

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Disclosure and Barring Service (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	