

## CAMBRIDGESHIRE COUNTY COUNCIL

### JOB DESCRIPTION

**Job Title:** Instructor  
**Section:** Place & Economy  
**Directorate:** Education  
**Reports to:** Chief or Lead Instructor  
**Grade:** Grade 1 Spinal Column Point 2 to Grade 2 Spinal Column Point 5  
**Location:** Grafham Water Centre  
**Hours:** Annualised 37 hours

**Job Purpose:** To ensure the development and safe delivery of quality programmes of Outdoor Adventurous Education to groups and individuals that visit Grafham Water Centre.

**Principle Accountabilities:**

**1) Programme (10%)**

- To ensure the safe delivery of quality programmes of Outdoor Adventurous Education in a friendly manner, suitable to the needs of the group.
- To ensure that the highest standards of quality in instruction are maintained.
- To assist in the preparation of sessions and help develop activity programmes.
- Supporting Managers and other members of the team in welcoming groups and individuals during their stay.

**2) Instruction (80%)**

- To deliver quality programmes of outdoor education as required.

**3) Maintenance (10%)**

- To assist in the maintenance of activity equipment and bases.

**4) On Call**

- To be on call as required within a rota and to assist with retailing.

**5) Health and Safety**

- To understand and implement the health and safety policies of Grafham Water Centre and Cambridgeshire County Council.
- To perform other tasks as requested by the Chief Instructor/Head of Centre.

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The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

### **Education, Qualifications & Training**

#### Essential:

- At least one of the following Instructor qualifications: RYA Dinghy/ Windsurf Instructor, Paddle UK Paddlesport Instructor/Leader, Single Pitch Award/Rock Climbing Instructor or Climbing Wall Award/Climbing Wall Instructor. (Or any equivalent qualifications from previous schemes)
- Valid First Aid qualification.

#### Desirable:

- APIOL or RPIOL accreditation will be viewed favourably
- Additional Activity qualification in any of the following: Mountain Bike Instructor, GB Archery Leader or RYA Powerboat Level 2.
- A further education qualification in an Outdoor related subject.
- A clean driving license preferably with D1 entitlement.

### **Knowledge & Experience**

#### Essential:

- The ability to provide safe, purposeful and fun sessions that meet the needs of our clients.

#### Desirable:

- An understanding and appreciation of the needs of our clients, the National Curriculum and Outdoor Education.

### **Skills & Attributes**

#### Essential:

- Smart and Presentable.
- Friendly and welcoming manor.
- Good communication skills.
- Hard worker who is able to work in a team and independently.
- Ability to think quickly and adapt to challenging situations.
- Ability to identify the needs of our customers and to modify your work to have a clear customer focus.

Essential:

- Fit and able to be involved in delivering programmes of adventurous activities in the outdoors.