

## CAMBRIDGESHIRE COUNTY COUNCIL

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Lead Instructor</b>
<b>Directorate:</b>	<b>Place &amp; Economy</b>
<b>Service:</b>	<b>Environment &amp; Commercial</b>
<b>Reports to:</b>	<b>Chief Instructor</b>
<b>Grade:</b>	<b>NJC Scale 4</b>
<b>Location:</b>	<b>Grafham Water Centre</b>
<b>Hours:</b>	<b>37 hours</b>

#### **Job Purpose:**

To manage the provision of a programme of outdoor learning activities at Grafham Water Centre.

#### **Principal Accountabilities**

##### **Provide Instruction**

- Deliver high quality outdoor learning experiences to all groups that visit Grafham Water Centre. Providing instruction in a range of activities that are delivered at the Centre.

##### **Health and Safety of outdoor activities;**

- To assist the Chief Instructors in implementing health and safety on all outdoor activities, by carrying out session observations on instructors and providing feedback to Chief Instructors.
- To act as a Duty Manager on a rota; Managing the safe delivery of all outdoor activities throughout the day. Ensuring that customer care is a high priority for all staff by monitoring sessions and liaising with customers. Being on-call and the first person to respond to an incident or fire alarm.
- To be on call during night time as required. Offering support and advice to visiting group leaders and teachers.

##### **Customer Liaison**

- To act as a Course Director for long term groups and clubs that visit the Centre. Being available throughout their visit, maintaining good communication and passing on relevant information about the customer to other Centre departments, to ensure customer needs are met. The Course Director will be the person to liaise with the customer if there are any issue or concerns

##### **Line Management**

- When necessary line manage Trainee and Instructional staff. Being responsible for managing day to day work performance issues, carrying out supervisory meetings, and maintaining staff personnel files, with guidance and support from Chief Instructors.

##### **Other tasks;**

- To take on other tasks as directed by the Chief Instructors as being useful for the development of the Centre or the post holder.

Specific tasks held by Lead Instructor's

**Lead Instructor; Programme**

- To support the Chief Instructor in developing the learning programme at Grafham Water Centre.
- To produce programmes for visits to Grafham Water Centre, which help Schools and teachers meet the needs of the National Curriculum and the broader curriculum offered through outdoor learning.
- Visit Schools and deliver information events to parents and teachers.
- Support the Chief Instructor in raising the profile of outdoor learning by attending learning conferences, either on their own or with a Chief Instructor. Demonstrating a good understanding of outdoor learning and being confident in delivering high quality sessions to teachers, head teachers and potential group leaders at such events.

**Lead Instructor; Equipment**

- To supervise and coordinate the maintenance of all activity equipment and resources; including Centre Vehicles, land and water based equipment. Sometimes carrying out the maintenance work themselves, but more often managing instructors and possible sub-contractors to carry out maintenance work.
- Ensure that all activity equipment conforms to Health and Safety standards and is inspected on a regular basis.
- Support the Chief Instructors in training staff in safe operating procedures in maintenance.
- Purchase new activity equipment, under guidance from the Chief Instructor