**JOB DESCRIPTION**

**PUBLIC HEALTH**

**JOB TITLE:** SENIOR ACTIVITY INSTRUCTOR (CARLTON)

**DIVISION:** SPORT & RECREATION

**GRADE:** BAND 9

**RESPONSIBLE TO:** GENERAL MANAGER

**POST REFERENCE NO:** SR**-**101945

## **Purpose of Post**

The post holder will provide support to the General Manager in the day to day management, work and operation of the Centre.

## To lead groups of participants in a range of outdoor, adventurous, environmental and social activities.

**Relationships**

The post holder will be a member of the centre’s senior staff and will play a significant role in representing the centre. He or she will be required to develop effective and professional relationships with centre staff and a wide range of other people from schools, local authorities and the wider community.

**Main Duties and Responsibilities**

**Service Provision**

* To assist the General Manager in ensuring the efficient and effective operation of the centre in line with operational policies and procedures and the centres business plan.
* To assist fully and as appropriate take a leading role in matters concerned with the day-to-day running of the centre.
* Assist with the development and upkeep of all quality assurance systems in place at the centre.

**Course Delivery**

* Monitoring activities and developing the centre in liaison with the General Manager.
* To lead, teach and instruct groups of pupils in a wide range of adventurous, environmental and social activities that link to and support the school curriculum.
* To lead, teach and instruct non-school groups in a wide range of outdoor activities.
* As required, plan, programme and deliver courses and liaise with leaders of visiting groups.

**Curriculum Development**

* To contribute to meeting curriculum development targets as set out within the centre’s business plan.
* To have particular responsibility for one or more areas of adventurous and / or curricular activity as appropriate to the post holders experience, qualifications and the operational needs of the centre.
* To take a supporting role in exploring and developing all means by which children’s experience of outdoor and residential education can be linked to and support the mainstream curriculum and the ‘Every Child Matters’ agenda.
* To have responsibility for developing one or more areas of activity applicable to the centre’s ‘non schools’ programme
* In line with the service plan, assist, with the preparation of a comprehensive and varied programme of suitable inclusive activities appropriate to the needs of users and potential users. This will also include the development of resource materials.

**Staff Management**

* Recruit and supervise self employed and casual instructors.
* As necessary and in the absence of the General Manager direct and co-ordinate the work of other staff on site.
* To assist with recruitment, appraisal and monitoring of staff, overseeing their ongoing development through the adherence and use of all HR policies and procedures.

**Health and Safety**

* To assist the General Manager and Premises Supervisor in monitoring, reviewing and applying all procedures relating to Health and Safety matters at the centre.
* To deliver activities safely in accordance with guidelines and procedures as prescribed by the centre, the LEA and the Adventure Activities Licensing Authority.
* To have responsibility for one or more areas of Activity and / or Premises related Health and Safety matters.
* Write and renew risk assessments regarding activities.

**Resource Management**

* To assist in the development and maintenance of activity equipment and a broad range of other centre facilities.
* To contribute to the development and preparation of resource materials that can be used by visiting groups, teachers and pupils.

**Marketing and Communication**

* To contribute to the marketing and communication of opportunities at the centre that progress the site to its maximum usage.
* Promote and maintain good public relations, dealing with complaints, comments and enquiries from existing or potential service users.

**Other**

* To provide assistance with the development and maintenance of all aspects of the centre’s facilities.
* Any other duties of a related nature that might reasonably be allocated by the General Manager.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**