**JOB DESCRIPTION**

**PUBLIC HEALTH DEPARTMENT**

**JOB TITLE:** OUTDOOR ACTIVITIES INSTRUCTOR – LEVEL 2

**DIVISION:** SPORT AND RECREATION

**GRADE:** BAND 8

**RESPONSIBLE TO:** SENIOR ACTIVITY INSTRUCTOR

**POST REF NO:** SR-106884

**Purpose of Post**

To support the work and operation of the Service and to lead groups of all ages and abilities in a range of outdoor, adventurous, environmental and social activities.

**Relationships**

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

**Main Duties and Responsibilities**

**Service Provision**

* To contribute to the efficient and effective operation of the Service in line with operational policies and procedures and the site’s Improvement Plan.
* To assist fully in matters concerned with the day-to-day running of the site.

**Course Delivery**

* To lead, teach and instruct groups of individuals in a wide range of adventurous, environmental and social activities.
* This role may involve weekend and evening work.
* As appropriate, to contribute to the planning of courses and liaison with leaders of visiting groups.

**Curriculum Development**

* To contribute to meeting targets as set out within the site(s) Improvement Plan.
* To take a supporting role in exploring and developing all means by which the user experience of outdoor activities can be linked to and support the wider health and education agendas.

**Staff Management**

* As appropriate to their skills, experience and qualifications the post holder may be required to participate in the induction and training of trainee and other instructional staff.

**Health and Safety**

* To deliver activities safely in accordance with guidelines and procedures as prescribed by the site(s), the LA and the Adventure Activities Licensing Authority.

### Resource Management

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

**Other**

* To provide assistance with the development and maintenance of all aspects of the site(s) facilities.
* Any other duties of a related nature that might reasonably be allocated by the Senior Activity Instructor/s or Carlton 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: November 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.**