** JOB DESCRIPTION –** **Seasonal Instructor**

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| **Title of Post:** Seasonal Instructor  | **Location:** Share Discovery Village |
| **Accountable to:** Head of Outdoors |
| **Purpose of the Job:**Reporting to the Head of Outdoors the post holder will be responsible for the safe running of the centre’s activities. You will also lead on activity sessions ensuring the health and welfare of all guests on activities.**Responsible for:**Delivery of safe, fun, engaging and educational activity sessions. Group management, customer service and resource management.  |
| **Salary/Hourly Rate:**£ NMW | **Hours of Work: 40 hours per week** |
|  **Date:** | **Length of Contract: Seasonal** |

**Principal Responsibilities:**

**The following duties must be carried out to the highest standard ensuring that all health and safety and PPE regulations are followed throughout.**

**As an Instructor you have overall responsibility to**

* Deliver high quality, engaging and safe water, land, and arts activities ensuring you have all necessary first aid, health and safety and emergency equipment with you on all sessions.
* Meet and greet customers and ensure you manage their safety en-route to and from sessions.
* Ensure all equipment is given out and checked for fit and security before undertaking any activity.
* Ensure all briefings, demonstrations and warmups are carried out to the appropriate standard.
* Check and understand weather forecasts before embarking on any session.
* Work as a team to ensure all customers receive the highest quality experience.
* Ensure all NGB qualifications are up to date.
* Ensure the Share Village name and reputation is maintained at all times, remembering you are representing the organisation both on and off sessions.

**General Responsibilities:**

* Assist other departments as and when demand dictates.
* To attend all defined mandatory training
* To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
* To, at all times, undertake your role in a professional and courteous manner maintaining a high-quality standard of work, and to always work in accordance with the aims, values, and ethos of the Share Discovery Village.
* Specific responsibility for particular activities, whereby you will maintain and monitor all resources associated with that activity. You will also regularly take stock of resources and liaise with your line manager to ensure these resources are of high quality and safe.

**Benefits**

**Salary**:

**Holiday entitlement:** Commencing on 20 days per year (pro rata)

**Bank/Public Holidays:** The organisation recognises 11 Bank/Public holidays (pro rata)

Pension: The company offers an auto enrolment pension scheme

Other benefits include:

1 hour break/day

Use of the leisure suite

Free Meals

Free Parking

Discounted activities and accommodation

**This Job Description is a general outline of the post as it is currently perceived by The Share Discovery Village. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as The Share Discovery Village aims to meet its vision and objectives.**

**Please note all applicants will be bound by our safeguarding policy and will have to complete an enhanced Access NI check prior to confirmation of employment.**

**PERSONAL SPECIFICATION: - Seasonal Instructor**

Must be able to demonstrate all essential criteria whilst recognising the ethos of Share Discovery Village.

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|  | **ESSENTIAL CRITERIA** |  |  |
|  | Previous experience of working in the hospitality and/or voluntary sector.  |  |  |
|  | Ability to lead a group |  |  |
|  | NGB Outdoor Pursuits qualifications in land or water activities. RYA L2 Powerboat, Paddlesport Instructor, First Aid REC2 or similarSafe Guarding Certificate |   |  |
|  | Proactive, self-motivated and energetic. |  |  |
|  | Excellent communication, organisational and time management skills. |  |  |
|  | Excellent interpersonal skills. |  |  |
|  | Experience of working with different stakeholders and departments in a professional manner |  |  |
|  | Ability to work flexible hours, including evenings and weekends. |  |  |
|  | **DESIRABLE CRITERIA** |  |  |
| **10.** | Experience of working in the disability sector  |  |  |