Job Description

Outdoor Activity Instructor

Job Title:	Outdoor Activity Instructor
Location:	X Adventure Development Centre, Dog Lane, Horsford, Norwich, Norfolk, NR10 3DH Plus, expedition locations throughout the UK
Salary:	£20,511.40 per annum (pro rata) – For staff aged 18 – 20 £24,570 per annum (pro rata) – For staff over 21 + includes training (in house and NGB qualifications)
Pension:	In line with auto-enrolment regulation, you will be enrolled in a pension scheme with The Nest Pension (if eligible). Your contribution will be set by legislation.
Holidays:	28 days per annum (pro rata). Any bank or public holidays within the term are not given as paid leave and are treated as a normal working day.
Contract:	Fixed term seasonal post – 15th March – 1st October 2027
Hours:	Normally 35 hrs per week (however this may change dependent on the programme)
Responsible to:	Company Director, Operations Director and Operations Manager

Job overview:

As part of our instructional team, staff play a vital role in creating a positive experience, supporting our guests not only during activity sessions but throughout their visit. This includes fostering a warm and welcoming atmosphere, promoting personal development and ensuring the wellbeing of all guests.

Instructing for X Adventure Activities is more than just a job, it is a dedication to providing high quality, memorable learning experiences that inspire confidence, teamwork and a lifelong appreciation for the outdoors.

You will work with people from many social backgrounds. You will lead, assist and deliver centre based and wilderness activity sessions and programmes; you will actively try to improve the confidence, motivation and core life skills these groups and individuals need to make a positive change in their lives.

You will deliver a range of fun, memorable, developmental, educational and where possible tailored adventurous activities and experiences aimed at individuals, Colleges, Kings Trust Teams, Schools, groups and families.

You will be responsible for ensuring an excellent standard of service to all customers and partners.

You will take responsibility for the safety of all participants both on and off activity sessions, when under the care of X Adventure Activities.

You will take responsibility for the maintenance, cleaning, monitoring and development of activity equipment, centre grounds, buildings and activity sessions.

Key tasks and responsibilities:

- Deliver safe and engaging activities in accordance with the aims, objectives of X Adventure and that of the guest group.
- To instruct and supervise fun, challenging and stimulating outdoor activities and personal development programmes, appropriate to the individual's qualifications and experience.
- To ensure you thoroughly read, understand and follow all guidelines within the standard operating procedures, risk assessments, emergency procedures and any other relevant paperwork for all activities and programmes delivered by the company.
- To Liaise with guest groups effectively, efficiently and professionally.
- To assist with the delivery of the Focus alternative education programme.
- To act as duty staff, remaining on call during the night and staying on site as required by the programme.
- To assist and deliver adventurous activity programmes located throughout the UK when required.
- Provide safe and appropriate briefings to guests, explaining and demonstrating activity content.
- Ensure excellent customer service at all times.
- You will deliver sub-contracted instructional and other work for local outdoor centres and companies in line with the needs of X Adventure.
- Keep activity records as appropriate.
- Ensure the welfare and safety of all guests throughout programmes and sessions.
- To ensure that you follow the training you have received conversant to the activities you are able to deliver and not to deliver anything within the session that has not been fully risk assessed and is not documented on the risk assessment.
- Be responsible for personal health and safety, conversant with current legislation relevant to the safe set up and running of activities / programme.

- Undertake regular checking and maintenance of equipment as necessary and in compliance with AALS guidelines / regulations.
- To take an active role in the maintenance and up keep of the centre grounds and activity sites.
- To take an active role in the cleaning of the whole centre when required.
- To ensure that any activity equipment is maintained to the highest standard and to report any defects or missing items.
- To play an active role in the development of X Adventure and the various programmes the company delivers.
- To assist with essential course administration and keep up to date with all other relevant documentation.
- To ensure you follow all guidelines for GDPR and that any confidential information is only disclosed to the appropriate person or persons; including any safeguarding information.
- Work closely with colleagues to ensure effective communication of the resourcing needs to deliver high quality adventurous activities and experiences.
- To make an active contribution to safety, including any ongoing risk assessment and the diligent use of accident, incident and near miss reporting.
- To conduct yourself in a manner which promotes and enhances the companies polices, image and reputation.
- You must be available for weekend and evening work when necessary.
- You will attend courses, seminars and training sessions deemed appropriate to the employment by the Directors of X Adventure.
- To undertake any training and professional development as and when required.
- To undertake any other reasonable duties, commensurate with the job title, as may be determined by the Directors.
- To keep a level of fitness commensurate with the execution of the job role

Please sign and agree acceptance of the job description; *please be aware that this job description can change during your employment; however, any future changes will need to be signed against as a separate agreement.*

Date:

Post holders Name:

Post holders signature:

Directors Name:

Directors Signature: