



Activity InstructorApplicant Pack

Dec 2023



Introduction

Thank you for your interest in this role. This document does not form part of the terms and conditions of the role but aims to give you more information about the role, its context, and an outline of the work you could be involved with.

**Background to Woodhouse Park**

Woodhouse Park Activity Centre (WHP) is a campsite and outdoor activity centre set in 36 acres of the beautiful South Gloucestershire countryside. Woodhouse Park is owned and managed by Avon Scout County Council (ASCC).

# The Centre offers indoor accommodation in the form of two lodges and a tented village, camping for up to 1500 people and a wide range of activities, both instructed, and leader led. On site activities include abseiling, adventure course, archery, climbing, crate stacking, high ropes, rifle shooting, go karts, team building and tomahawk throwing.

**Staff Structure**



**Activity Instructor**

 **JOB DESCRIPTION**

**Role**: Activity Instructor

**Responsible to**: Lead Instructor

**Location**: Woodhouse Park, Fernhill, Almondsbury BS32 4LX

**Accommodation**: Accommodation can be provided with this role, if required

**Term**: 12 month fixed term contract with possible extension

**Salary**: £11.25 per hour

**Hours**: 35 hours contract full time or 20 hours part time

Zero hour contracts are also available

**Line Management Responsibility**: None

**Probationary Period** 3 months

**Core Purpose**

As we rebuild Centre team to help deliver a busy future, we need Activity Instructors to run amazing and safe activity sessions for thousands of young people each year. Learning by doing is at the heart of Scouting and that’s exactly what you’ll be helping young people do.

We believe that the ability to lead, inspire and organise others is the most important skill an activity instructor can have. If you are a natural leader, if you’re great at planning, and if you are already an experienced instructor who has worked with a range of groups and activities then this is the role for you.

**Key Accountabilities**

* Ensuring relevant checks, processes and paperwork are maintained to meet external and internal accreditation standards - including management of equipment and PPE.
* Delivering adventurous activities to internal and external clients.
* Ensuring sessions are ran safely and in line with operating procedures.
* Assisting other staff, including taking bookings, checking in/out groups and liaising with guests.

As a youth focused organisation, applicants agree to always comply with the safeguarding rules including vetting and Basic/Enhanced DBS checks.

**Person Specification**

We are looking for someone to join our team who is just as passionate as we are about getting young people outdoors to have an adventure as we are. You will have great leadership potential, be organised and able to organise others, and have plenty of instructing experience with a range of groups and activities. You should be willing to learn and be prepared to put in the work to and effort needed to develop as a practitioner and a manager.

**Skills and Abilities**

* Ability to communicate clearly and effectively to groups of people.
* Ability to organise, plan and coordinate work and tasks.
* Ability to deliver training and activities to both staff and our broad range of guests.
* Clearly demonstrate an ability to provide first class customer service.
* Competent IT skills especially in office applications.
* Hold a full UK driving license (desirable)

**Knowledge and Experience**

* Experience of working with high ropes and target sports sessions and equipment.
* Experience of working in an outdoor education or activity centre – working with a wide range of groups and activities.
* Understanding of The Scout Association and how we work.

**Values and Personal Qualities**

* Cares about outdoor education and understands how it can change the lives of young people.
* Able to adapt to changing situations, communicate, cooperate with and respect others in the team.
* Wants to do a good job every time and wants to do the right thing even when it’s not easy to do.
* Wants to maintain up to date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.

**What’s in it for me?**

**Annual Salary**

£11.25 per hour

Salaries are paid monthly in arrears on the last working day of each month.

 **Hours**

Full time - 35 hours per week

Part time – 20 hours per week

Zero hour contracts are also available, especially during the peak season.

Hours will include weekends and may include early evening work at times. The rota pattern will be flexible, dependant on the business needs of the Centre which vary throughout the year, and to suit the needs of the right candidate.

Core hours will be discussed and agreed with the successful candidate according to these requirements.

Please feel free to contact us by email or telephone if you wish to discuss the hours in more detail to establish whether this will fit with your personal situation.  **Apply**

Please ensure in your application, that you provide a statement as to why you believe you are suitable for the role and what you believe you could bring to the post. Ensure you address the points detailed in the person specification.

To apply send your CV and a covering letter to: Andrew.Scully@avonscouts.org.uk

For more information contact Andrew.Scully@avonscouts.org.uk or phone the office on 01454 613 006