

Job specification



Job title: Multi Activity Instructor
Service: Outdoor adventure, Digital, Leisure and Wellbeing Directorate
Grade: £9.44– £10.52 per hour
Please note this role is subject to a job evaluation exercise
Reporting to: Outdoor Adventure Lead

Your job

To deliver high quality new and existing outdoor activity products in a variety of settings working with young people, families, schools and groups across the borough and from outside the borough. You will provide fun, meaningful and challenging programmes at Scotman's flash, Haigh high ropes and other local venues which will assist with the achievement of the team's functions through delivering a high standard of customer care to service users, colleagues, and other professionals. You will operate within the safety guidelines of the service including the maintenance of equipment. You will embody the BeWigan values and behaviours, working with colleagues across the Council and its wider partners, to achieve best outcomes and deliver against The Deal principles.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis, you will:

- Support the development of an inspiring and engaging outdoor activity programme.
- Coordination of operational delivery of outdoor activities to schools, groups and members of the public.
- To engage and develop good working relationships with local community groups and key referral agencies to increase participation levels.
- Promote education outdoors and increase awareness of the benefits of the natural environment.
- Ensure a consistent and integrated approach to activity programmes.
- Raise the awareness of outdoor activity products within the local community.
- Plan sessions taking into account the age and ability of the service users, provide instruction to groups according to skills, experience and training.
- To assist in the delivery of training programmes and workshops.
- To collect and keep a record of activity session fees, where appropriate.
- To assist and support participants in finding suitable exit routes
- To attend courses where appropriate, transport and organise equipment to/from centre as required.
- To deliver all sessions in accordance with the current health and safety operational procedures and risk assessments.

- To ensure that work is carried out with due regard to Health and Safety regulations.
- Assist with logistical support such as boat driving, public water safety, general cleaning, repairs and issue of equipment from stores.
- In keeping with the policies of Inspiring Healthy Lifestyles provide a high level of quality and customer service. Deal with any customer issues according to local policies.
- To undertake any other duties as requested by management that commensurate with the grade and title of the post.
- To provide a strong lead and commitment to the core values of Inspiring healthy lifestyles.
- Be an ambassador for Inspiring healthy lifestyles.
- To deliver water sports sessions under the guidance of the senior water sports instructor.
- To deliver High ropes sessions, (Training will be provided)
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Relevant experience of delivering Water sports, climbing or high ropes Activities to Schools, groups, community centres and clubs.
- A minimum of 1 of the following qualifications Dinghy, Windsurf, Kayak or high ropes instructor.
- Experience of working and delivering to young people at grass routes level
- Valid activity specific first aid certificate

Experience in any of the below is desirable:-

- An employment history clearly demonstrating the essential Skills and abilities.
- 2 of the following qualifications L2 kayak coach, Senior Dinghy/Windsurf instructor, Powerboat Instructor
- Experience in delivering Raft building and rafted canoeing Sessions.
- Experience of completing risk assessments and lesson Plans.
- Experience in delivering bushcraft, archery and climbing Sessions.
- Safety boat qualification.
- Experience in the running of key stage 1 & 2 activity Sessions.
- Powerboat level 2 qualification.
- Full driving licence.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough