**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:**  | Outdoor & Environmental Education Tutor (Casual/Part Time) |

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| **Directorate:**  | Corporate | **Division/Section:**  | Youth, Leisure and Communities |
| **Grade:**  | 6 | **JE Reference:** |  |

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| **Job Purpose** |
| To run adventurous outdoor activities and environmental education activities with groups of young people and adults |
| **Key Tasks** |
| 1. To run outdoor and adventurous activities with groups of children, young people or adults.
2. To support the day to day running of the centre.
3. To liaise with teachers and other group leaders to ensure a match between their requirements and centre provision.
4. To assist with the development of courses, resources and outdoor areas.
5. To ensure centre equipment, minibuses and other resources are well maintained and available for use.
6. To assist the Centre Manager in maintaining a safe environment in and around the centre.
7. To drive centre minibuses if required and / or assist with basic maintenance and safety checks.
8. Where appropriate, to assist with mealtime supervision and serving of food during residential courses.
9. To provide first aid as required.
10. To participate in appropriate in-service training.
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| **Standard Duties:** |

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| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.  |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Headteachers, Teachers, Youth Workers, adults and children visiting the centre, Casual Staff, Volunteers working at the centre, Centre Staff. Contact with staff from other departments as necessary. |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:**  | Service Manager |
| **Responsible for:** | N/A |

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| **Special Conditions:** DBS - Enhanced |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:* **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
* **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
* **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
* **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
* **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
* **Respect -**We recognise and welcome different views and treat each other with dignity and respect.
* **Democracy -**We believe and act within the principles of democracy and promote these across the borough.
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| Internally we have translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.* Work with a Resident Focus
* Support Local Leaders
* Committed to the Borough
* Take Ownership and Drive Change
* Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 28/03/2024 | Joseph Myhill  | Outdoor and Environmental Education Service Manager  |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:**

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|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| Education & Qualifications | Nationally recognised qualificationIn ONE of the following four categories:1) **Walking/trekking** – e.g. Countryside Leaders Award, Lowland Leader Award, equivalent qualification or higher level NGB.2) **Canoeing/ Kayaking** – Paddlesport instructor, British Canoeing Coach Level 1, equivalent qualification or higher level NGB.3) **Rock Climbing** – Rock Climbing Instructor Award, Single Pitch Award, Climbing Wall Instructor, equivalent qualification or higher level NGB.4) **Bushcraft** or **Forest School** qualification.Current valid **First Aid Certificate** (minimum 2 day course or as required by NGB for the activity to be provided. Course with an outdoor element preferred) | Nationally recognised qualification as required for the activity to be provided (minimum level stated higher level qualifications welcomed):Hill Walking (HMLA)Canoeing / Kayaking (BC Coach Level 1 or Paddlesports Leader)Rock Climbing (RCI)Orienteering (BOF Instructor)Sailing (RYA Instructor)Mountain Biking (British Cycling Level 1 Mountain Bike Leader or AALA recognised equivalent)Full Driving Licence with D1 entitlementTrailer license (+E)MIDAS training and assessment | AF / I  |
| **Experience** | Experience of working with groups of children and/or young people using the outdoor environment as an educational resource. Current experience of activity to be run. | Experience of instructing outdoor activities with a range of groups | AF / I  |
| **Skills & Abilities** | Must be able to form effective working relationships with a wide range of children and young people.Must be able to conduct review sessions with groups to highlight learning outcomes from outdoor activity sessions. Must have the ability to plan and run effective outdoor education sessions.For walking, orienteering etc:Must be able to walk distances of up to 6 miles each day on rough & hilly terrain Must be able to carry a rucksack with personal equipment and emergency gear for the group. |  | AF / I  |
| **Knowledge** | Relevant technical knowledge of the activity to be provided, and industry accepted good practice |  | AF / I  |
| Work Circumstances | May be required to work evenings and weekends |  |  |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**