



JOB DESCRIPTION – GENERAL INSTRUCTOR

JOB TITLE	Activity Instructor
REPORTS TO	Centre Director
SALARY	TBC
LOCATION	Birch Hall Adventures, Essex

ABOUT BIRCH HALL ADVENTURES

Birch Hall Adventures is a Christian Outdoor Education and Adventure Centre. We provide activities to a range of groups and individuals from Schools and other organisations to family groups as well as community events throughout the year. We operate from a farm on the North East Essex Coast and provide a range of activities from Kayaking to Sailing and Climbing to Bushcraft. Groups visit for extended residential stays to single activity sessions throughout the summer months from May to September. Instruction is provided by paid and volunteer staff and led by the Centre Director.

KEY RESPONSIBILITIES

- Leading/instructing individuals or groups on an activity (e.g. climbing/ archery etc. where instructor competency has been attained)
- Being responsible for participants safety and briefing participants accordingly
- Cleaning, maintaining and preparing equipment
- Help develop outdoor activity programmes and products for different groups
- Being involved in delivering the pastoral care of the participants
- Complying with health and safety legislation, outlined by the Adventure Activities Licensing Authority (AALA), and according to in-house procedures
- Carrying out and update risk assessments
- Maintaining records of accidents/incidents
- Assisting with catering and housekeeping duties

KEY SKILLS

- Sufficient competence in your specialist activities to be able to support and teach others undertaking that activity
- Excellent leadership, group management and communication skills
- The ability to empathise and support individuals in situations which are physically and emotionally demanding
- Good organisation and a logical approach
- Reliability and time-keeping skills
- Enthusiasm for the outdoor environment and your specialist activities

- Patience and tolerance towards those lacking in confidence or behaving in a challenging way
- A calm and reassuring demeanour
- The ability to assess a situation rapidly and act decisively under pressure
- A living Christian faith and willingness to subscribe to the Centre's Doctrinal Basis of Faith (see attached)

DESIRABLE SKILLS

- National governing body qualifications in relevant outdoor activities: Sailing Instructor, Kayak Leader, Archery Leader etc.
- First Aid Qualification
- Level 2 Food Safety Qualification
- Teaching qualification or experience in working with children and young people