

Job Description

Senior Instructor

Reports to: Head of Operations

Salary: Starting £29,544.30 per annum + Financial Incentive Scheme

Pension contribution: 5%

Hours: 44 hours per week – averaged over the year, no overtime

Holiday: 31 days

Contract: Permanent after probationary 3-month period

Level of disclosure check: Enhanced

Start Date: 11th January 2027 TBC

Person Specification

You must hold at least **two** of the following qualifications:

- SPA/RCI/CWI/
- Archery GB
- PSI
- Valid First Aid certificate (minimum 16 hours)
- NRSA
- Bushcraft L2

You will also ideally hold at least one of the following:

- NPLQ
- Valid Driving Licence (D1 helpful)

Main purpose of post:

To be an exemplary role model to the instructing team through delivering quality sessions to our customers.

Key Tasks

- Instructing exemplary activity sessions.
- Training of Instructors and Group Leaders
- Conducting regular instructor observations and monitor programme quality and consistency.
- Coordinate and oversee schools/groups during their stay.
- Effectively communicate with party leaders and visiting staff.
- See in and out Individual day visits/be point of call during the day.
- Undertake overnight duty on a regular basis.
- Coordinate and oversee Summer Camps.
- Run off site sessions if required and where appropriately qualified.

Health and Safety

- Ensure that the Ops team are following the control measures identified in all relevant risk assessments and working within Technical Advisor guidelines.
- Ensure awareness of current best practice and continue to review.
- Ensure the Ops team are recording accidents, near misses and incidents
- Ensure individual First Aid kits are replenished weekly.
- Ensure there are appropriate stocks of PPE for jobs.

Maintenance of activity equipment

- Recording of all activity PPE (buoyancy aids, metal work, helmets and harnesses).
- Ensure that all activity areas of Mill on the Brue are kept to the required standard
- Oversee organisation of kit rotation and logging of any equipment.
- Ensure all reports are regularly and correctly written up.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. A disclosure check will be sought in relation to the successful applicant for this post. This will be shared with HR and may also be shared with the Directors.

Essential

- Willingness to increase your personal knowledge of the environment.
- Experience working with children.
- Ability to lead and motivate a team.
- Recent experience in instructing

Desirable

- Building skills
- Experience of working with a variety of client ability levels.
- Able to bring in new ideas and ways of working