



APPRENTICE ACTIVITY INSTRUCTOR

Job Summary



Beaudesert

Outdoor Activity Centre



THE ROLE

The role of an apprentice activity instructor is to help deliver outdoor activities. You will be given training and support to enable you to do this. You will also help with activity maintenance and health and safety checks, serving meals in our cafeteria and general centre tasks such as cleaning and maintenance. Once you are trained and confident you will deliver activity sessions on your own gaining experience to conclude your apprenticeship as a confident instructor.

Apprenticeships run for between 1 and 2 years depending on your starting age. During your apprenticeship you will study to achieve and NVQ level 2 in Outdoor Activity Leadership. You will also gain Archery GB archery instructor qualification, a safeguarding qualification, a first aid qualification and a food hygiene qualification. You will also gain in-house qualifications in high ropes and climbing. There may be additional opportunities to gain BCU level 1 in canoeing. Additionally you will gain experience and in house qualifications to use a variety of power tools.

You will be committed to the role and be ready to work through the apprenticeship to completion. In the first months it is much about training, then you will slowly start to gain more responsibility and towards the end you will be working on your own gaining valuable experience.





THE JOB DESCRIPTION



- Deliver activity sessions
- Understand risk assessments and site operating procedures
- Be able to follow lesson plans
- Clean toilets and dormitory buildings
- Carry out activity safety checks
- Carry out activity maintenance
- Assist with the service of meals
- Assist the Estate team with general centre maintenance
- Help to develop new activities and products

The Training

- NVQ level 2 delivered by our partner training company 1st2achieve
- National Governing Body award in Archery, First Aid, Fencing, Food Hygiene
- In house qualifications in High Ropes, Climbing, Safeguarding, Health and Safety



The Person

Skills and ability

- Good communication skills orally, computer and in writing.
- Ability to work well within a team.
- Clearly demonstrate an ability to provide first class customer service.
- Good at managing their time.

Knowledge and understanding

- Demonstrate a love and enthusiasm for the outdoors
- Demonstrate some basic knowledge of at least one outdoor activity.

Other essential criteria

- Be aged between 16 and 18 years old.
- Be willing to train and qualify.
- Be willing to work hard at times.
- Be have a DBS check and agree to comply by Beaudesert Outdoor Activity Centres Safeguarding policy.

The post holder agrees to abide by Beaudesert Outdoor Activities Centres health and safety principles and code of conduct and to take all reasonable steps to ensure both their own safety and the safety of others.

The post holder agrees to promote and uphold the principles of equal opportunities in accordance with Beaudesert Outdoor Activity Centre's Equal opportunities policy.

The post holder agrees not to disclose and confidential or sensitive information to a third party or outside organisation except where required to do so by law.



BENEFITS

Apprentice Wage of £6,734 per year.

The post can be live in, and shared accommodation is provided for this if required.

This is a fixed term contract of one to two years.

The nature of this post requires evening and weekend work.

You will be required to be the overnight duty member of staff on a rota basis. An additional payment is made for this and accommodation provided if you choose not to live on site.

Salaries are paid by direct transfer on the last day of the month.

Contracted hours of work are 37 hours per week

Location: Beaudesert Outdoor Activity Centre, Cannock Wood, Rugeley, Staffordshire, WS15 4JJ

Holiday entitlement 33 days per year

Probationary period: this post is subject to 3 months probationary period

Notice Period 1 month

Employee benefits:

Beaudesert Outdoor Activity Centre is keen to develop a team of people who enjoy their job and who are valued employees. We offer a range of benefits to add value to your package:

Looking after your health and well being:

Sickness absence— Beaudesert Outdoor Activity Centre pays above the statutory minimum requirement.

Food and Drink—While at work we provide lunch free of charge. Free beverages are available at all times.

Looking after your future— All employees are able to opt into our pension scheme through NEST. Beaudesert Outdoor Activity Centre will contribute the same as the employee up to a maximum of 8%. The scheme is flexible and so you can take it with you when you leave.

On completion of your apprenticeship we may offer you a further contract or permanent employment. This will depend on your success during the apprenticeship and our availability at the time. We cannot offer everyone further employment. In this case we will support you to find other opportunities within the outdoor industry. We work closely with a number of other centres and can often source a level 3 apprenticeship at another centre.

Training budget—we are committed to training and developing our staff

Bonuses—a range of bonuses and payments are made including recognition for star performers nominated by our customers through the feedback scheme.

HOW TO APPLY

Please submit a CV and a letter of application.

In your letter of application please tell us why you are interested in an apprenticeship and what longer term career path you are looking for. Pay attention to detail in your letter and CV which is the first stage of your application. If you are successful you will be invited to join us for a voluntary trial of up to 14 days. During the trial you will work alongside our current apprentices. If you are successful you will then be invited to a formal interview. At the end of the interview we will normally be able to tell you if you have been successful or not. If you are unsuccessful we will happily provide feedback to help you.

Applications should be emailed to HR@beaudesert.org.uk

or posted to Centre Manager, Beaudesert Outdoor Activity Centre, Cannock Wood, Rugeley, Staffordshire, WS15 4JJ

We generally recruit Apprentice Activity Instructors in July/August for a September start and in November/December for a January Start.

