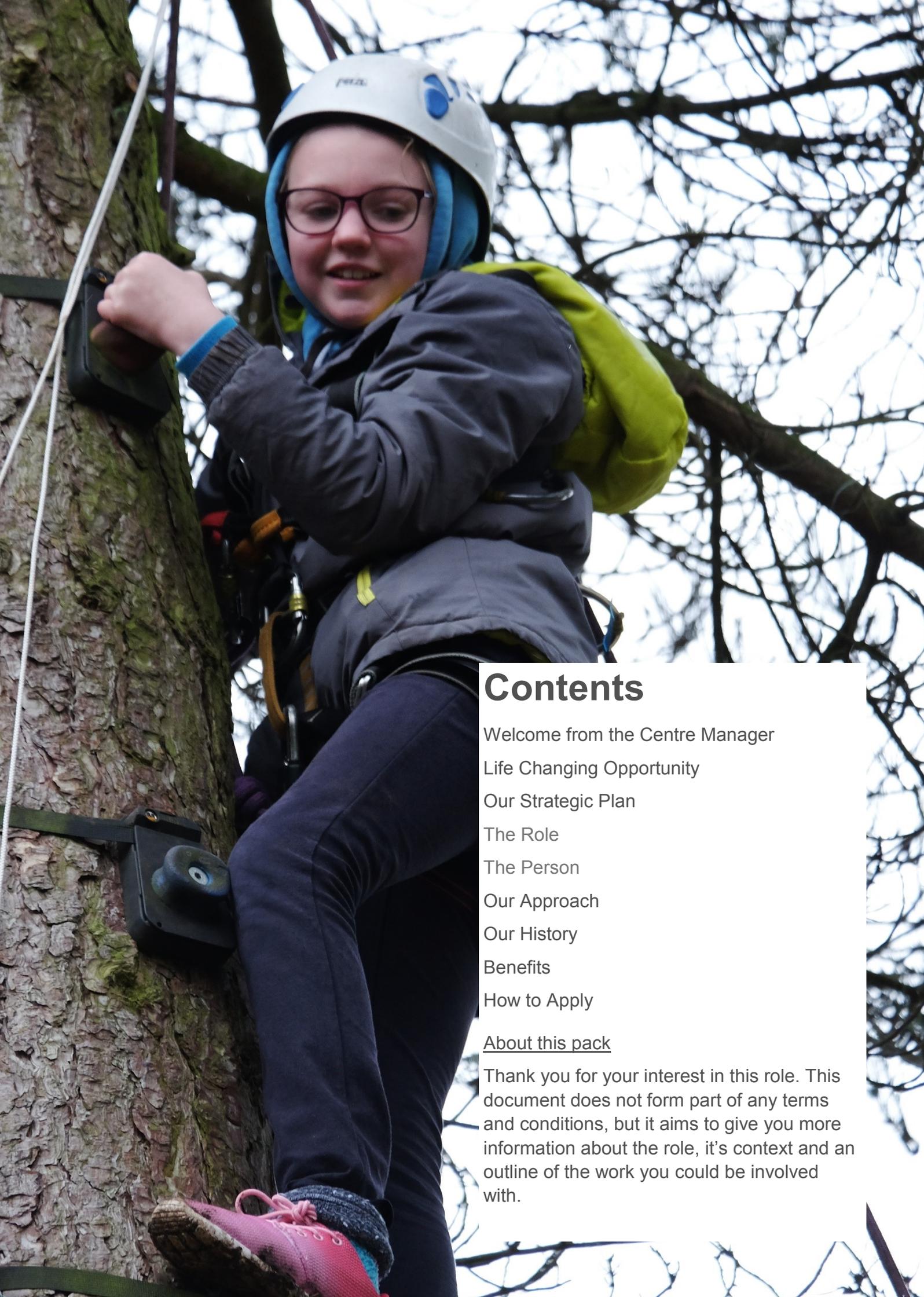




## APPRENTICE ACTIVITY INSTRUCTOR

### Application information Pack





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### About this pack

Thank you for your interest in this role. This document does not form part of any terms and conditions, but it aims to give you more information about the role, it's context and an outline of the work you could be involved with.

# Beaudesert

## Outdoor Activity Centre



Welcome.

Beaudesert Outdoor Activity Centre provides outdoor experiences for young people from all backgrounds. We offer life changing experiences and we help to develop confidence, teamwork, leadership and communication through outdoor activities.

For us, outdoor adventure is about opportunity and that's what young people need more than anything else. From support and friendship to new skills and renewed confidence, outdoor adventure brings the spirit of optimism and practicality to its work. Outdoor adventure is for all young people.

At Beaudesert Outdoor Activity Centre we believe that all young people have great things to offer. We give them the opportunity to discover their potential, benefit from our positive supporting environment and make a difference. Whether it's making new friends around the campfire, playing a starring role in a team activity or developing leadership skills in an outdoor environment, we lift spirits, recognise achievement and raise aspirations through outdoor activities.

All of this is made possible by our fantastic grounds and facilities and a dedicated team of staff. Positive role models are vitally important. We want to inspire a new generation of young people who love the outdoors and are filled with enthusiasm and spirit to make things better for themselves and those around them.

Nigel Ruse

Centre Manager



## LIFE CHANGING ADVENTURE

Beaudesert Outdoor Activity Centre delivers around 50,000 activity days to young people every year. We help young people explore their potential, grow in confidence and become active members of their community. We make a positive impact on young people and the adults who visit.

Offering over 40 different types of activity from abseiling to coracrafting to via ferrata to archery to high ropes to fire lighting, our activities help young people from pre school age through to 25 year olds grow in confidence and achieve their potential.

This is only possible through the efforts of our staff. We employ people who are passionate about the outdoors and passionate about making a difference. Our staff genuinely enjoy their jobs. There is nothing more rewarding than helping a young person overcome their fears, seeing the quiet and shy one in a group playing a starring role in a team building activity and waving off a coach full of happy children who are full of memories they will keep forever.



**“Every child has the right to adventure. Life is about grabbing opportunities. Its all about friendship and fun and adventure– people who might not normally have the chance for adventure.”**

**Bear Grylls, Chief Scout**

# Beaudesert

## Outdoor Activity Centre



## OUR STRATEGIC PLAN

We are continually working towards our 2016 - 2021 strategic plan with a focus on growing the following key areas:

### **Growth**

We believe the every child should have the opportunity to participate in outdoor activities.

### **Inclusivity**

We will continue to develop opportunities for all age ranges and all backgrounds to participate in activities at Beaudesert Outdoor Activity centre.

### **Participant driven**

We offer all customers easy routes to give feedback and we use that feedback to shape our future.

### **Community impact**

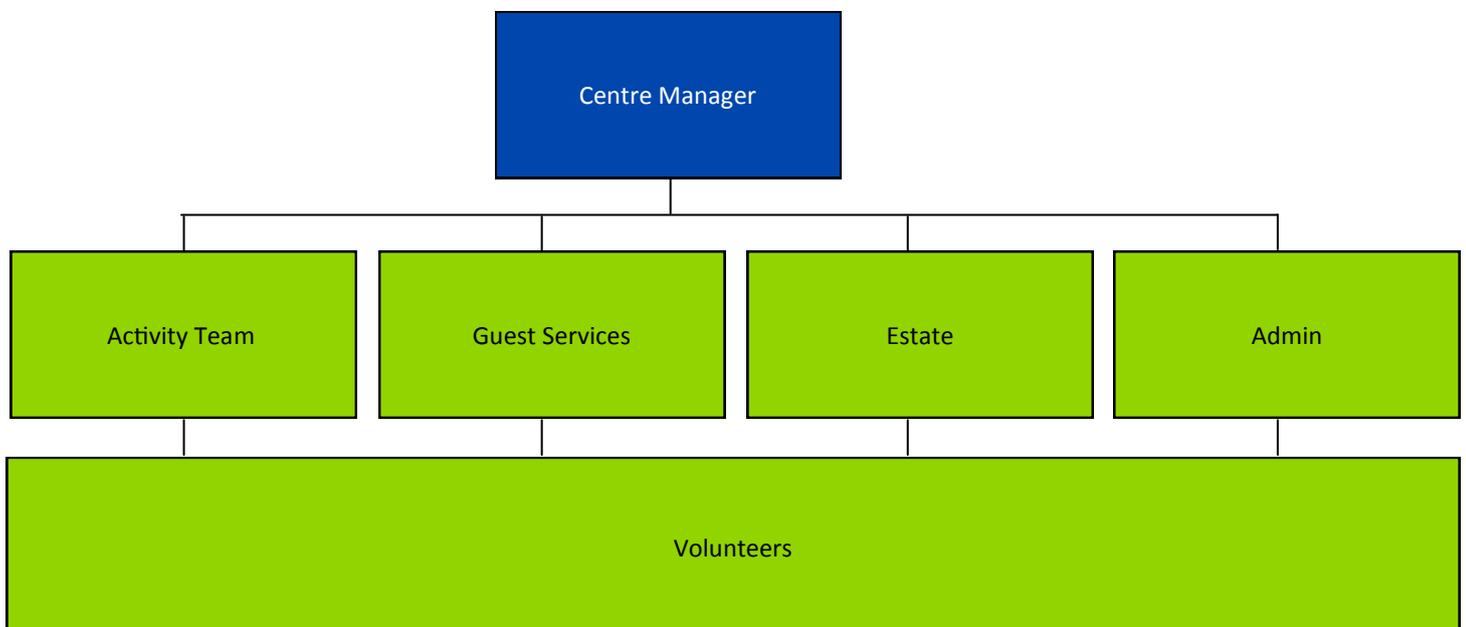
We are now developing opportunities for young people in the local community to get involved.





## HOW WE OPERATE

Beaundesert Outdoor Activity Centre is based in Cannock Wood, Staffordshire and its operation is divided into four teams with volunteers supporting. This role comes within the activity team.



# 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.



# OUR APPROACH

If we are to achieve such an ambitious agenda we need to be clear on the principles that will define the way we work. These principles are:

## Results Focused

- Ambitious but realistic targets have been agreed, we aim to double the number of young people using our facilities by 2021

## Partnership working

- We make a bigger impact when we work with other people in the industry. Currently we work with partner companies delivering the NCS programme, Princes Trust and organisations such as The Scout Association and Girl Guiding UK

## Innovation

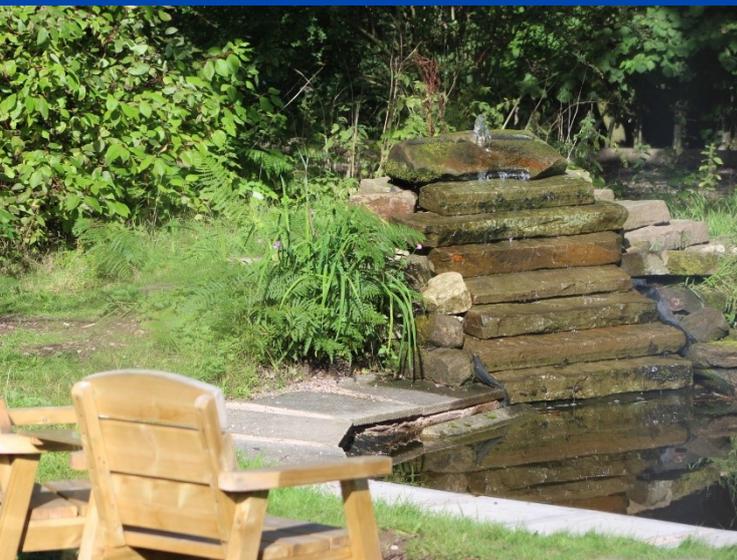
- We encourage all of our staff and our customers to think of and suggest new ideas. Feedback is key to our development.

## Sharing Best Practice

- We continually share best practice and look at how others in the industry work. Our research to ensure that we are following what is best practice in the industry is key to our success.

## Using digital technology

- It is an inescapable fact that we live in a digital world. We need to seize opportunities within digital technology to enable us to communicate to new organisations and a wider community. We are investing in technology to make our processes clearer, more efficient and less time consuming.



## OUR HISTORY



The estate at Beaudesert or Beaudesert Park, occupied a large proportion of Cannock Chase. It is assumed that the name derived from the landscape, being French in origin and roughly translated to beautiful wilderness. The first Beaudesert Hall was occupied as early as 1292 and in the early 14th century it was the palace of the Bishop of Lichfield and Coventry. Later it was owned by Henry Paget

In 1937 Lord Anglesey gave 123 acres of land on which the gardens stood to the scouts, guides and other associations and organisations having similar purposes. The Beaudesert Trust was set up to administer the land. A camping site was opened on 2 July 1938 by H.R.H. The Princess Royal.

The remains of the hall are still standing and the Walled Garden is now used as our main activity area.

# Beaudesert

## Outdoor Activity Centre



## 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](mailto: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.

