



## GANAWAY TRAINING AND ACTIVITY CENTRE JOB DESCRIPTION

<b>ROLE TITLE:</b>	Activities Instructor
<b>PURPOSE:</b>	To facilitate/lead groups in centre programmes and to ensure the safety and well-being of individuals and groups on residential programmes, activities or courses at the centres.
<b>LOCATION:</b>	(1) Ganaway Training and Activity Centre, 268/270 Ballywalter Road, Millisle, Co Down BT22 2LZ
and / or	(2) Shepherd's Lodge Mountain Centre, Donard Wood, Newcastle, Co Down
<b>RESPONSIBLE TO:</b>	The Boys' Brigade (Belfast Battalion) CEO via the Centre Manager.
<b>HOURS:</b>	Minimum 18 hrs per week, Flexible, according to the requirements of the centre including evening and weekends.
<b>REMUNERATION:</b>	£11.00 per hour.
<b>PERIOD OF EMPLOYMENT:</b>	Contract – 8 months (1 <sup>st</sup> March-30 <sup>th</sup> October 2022)
<b>EXPERIENCE:</b>	Experience in working with young people/groups, particularly in an outdoor setting. Experience in cross community work/youth work will be an advantage. Minimum age of 18 years.
<b>CLOSING DATE:</b>	<b>18<sup>th</sup> February 2022</b>

### MAIN DUTIES:

1. Escort/instruct/assist groups of adults and young people on activities operated by the centre(s).
2. Assist cross community sessions if appropriate.
3. Responsible for the safety of the individuals under your care whilst on session.
4. Responsible for the care and proper use of all equipment being used by yourself and group under your care.
5. Drive buses when needed, if 25 years or older and having a current driver's license.
6. Other duties as determined appropriate by the Centre Manager.
7. Participate in training programme based on your individual needs.

### PERSONAL SPECIFICATION

#### Skills and Experience

##### Essential:

- On appointment, will hold a one or more valid and relevant qualifications from the following: Summer ML Award, BEL, Single Pitch Award, Climbing Wall Instructor, BCU UKCC Level 1 Canoe Coach, Mountain Bike Leader Award (or equivalent), ASI SUP L1(or equivalent), Archery GB Leader Award, ERCA Ropes Course Instructor, candidates must hold a recognised outdoor emergency First Aid Certificate REC L2.
- Experience of planning and resourcing outdoor activities.
- Experienced in and able to work effectively with clients and as part of a team.
- Ability to motivate and encourage people, utilising strong communication and people skills.
- Ability to remain calm in difficult situations and identify solutions to problems.
- Knowledge of Health and Safety law and risk management procedures.

- Knowledge of current technical practice applicable to outdoor equipment and adventurous activities.
- Ability to set appropriate professional standards for self and others.
- Minimum three years of experience working with youth groups.

Desirable:

- Level 3 Canoe Coach training, Level 3 Sea Kayak Coach training, ASI SUP L2.
- D1+E driving licence/professional driving qualification.
- Experience of checking, maintaining and auditing vehicles, trailers and outdoor equipment.
- Experience of youth work or working with emotional, learning and behavioural difficulties.
- Third level Qualification in Outdoor Education/Youth Work/Community Education.

**WHAT YOU CAN EXPECT FROM GANAWAY:**

- Training in all areas relevant to your job, and equipment and resources to enable you to carry out your duties competently and safely (does not include personal clothing).
- Support for your personal development,
- Support from the centre management to carry out your responsibilities and to increase communication and support between staff.
- Opportunities to be creative within the work structure and programme development.
- Recognition for your efforts and contributions at the centre(s) and in the community.
- Use of centre equipment and facilities during free/personal time as per safety standards set forth by centre management.
- Discipline as per centre disciplinary guidelines in the case of behaviour/actions requiring discipline.

**WHAT GANAWAY EXPECTS FROM YOU:**

- Work in agreement with the aims and purposes of the Boys' Brigade and its Training and Activity Centres, and support and develop the Christian ethos and fellowship of the centres as appropriate.
- Uphold the rules of the centres as outlined by staff.
- Participate in appropriate staff training arranged at the centre or outside agency.
- Willingness to work with cross community, adult, youth and disabled groups.
- Be a responsible member of staff and set a good example to other staff members.
- Use your own initiative to get centre work done.
- Work towards developing the community spirit of the centres by supporting and respecting other members of staff.
- Respect individuals from diverse backgrounds and refrain from using abusive, sectarian, racial, comments or wearing offensive clothing, e.g. with inappropriate logos.
- Maintain a high standard of safety when working with groups or other staff while using centre equipment or on programme/session.
- Maintain a clean and tidy appearance
- Comply with the Safeguarding principles and guidelines of The Boys' Brigade.