



GANAWAY TRAINING AND ACTIVITY CENTRE JOB DESCRIPTION

ROLE TITLE:	Trainee Instructor x 2
PURPOSE:	To assist our Activity Instructors with the delivery of centre programmes and to ensure the safety and well-being of individuals and groups on residential programmes, activities or courses at the centres.
LOCATION:	(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
RESPONSIBLE TO:	The Boys' Brigade (Belfast Battalion) CEO via the Centre Manager.
HOURS:	Minimum 30 hrs per week, Flexible, according to the requirements of the centre including evening and weekends.
REMUNERATION:	Minimum Wage according to age.
PERIOD OF EMPLOYMENT:	Contract – 9 months (29 th January -31 st October 2024)
EXPERIENCE:	None required. We will give you all of the training, equipment and confidence needed in this role. Minimum age of 18 years.
CLOSING DATE:	15th December 2023

MAIN DUTIES:

1. Assist activity instructors 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. Other duties as determined appropriate by the Centre Manager.
6. Participate in training programme based on your individual needs.

PERSONAL SPECIFICATION

Skills and Experience

Essential:

- Able to work effectively with clients and as part of a team.
- Ability to motivate and encourage people, utilising good communication and people skills.
- Ability to remain calm in difficult situations and identify solutions to problems.
- Ability to set appropriate professional standards for self and others.

Desirable:

Good communication skills and willingness to learn and work in the outdoor industry as part of a team.

WHAT YOU CAN EXPECT FROM GANAWAY:

- Training in all areas relevant to your job, We will pay for you to do two NGB awards and relevant first aid training to complete 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.