Loughborough Road
Leicester
LE4 5PN
0116 268 1426
info@lopc.co.uk
www.lopc.co.uk
Registered Charity Number 1074671

Job Title: Activity Outdoor Instructor
Responsible to: Activities and Site Manager or Operations Manager
Job Description: To deliver activity sessions to LOPC client groups
Principal accountabilities:

1. To deliver activity sessions:

- Instruct LOPC activities to groups, centre users, and clients in accordance with National Governing Body and LOPC guidelines.
- Assist with the delivery of the after school club and holiday scheme provisions.
- Provide high quality sessions ensuring that all of the Centre's policies and procedures are adhered to at all times.
- Deliver LOPC's outdoor educational products and courses in line with qualifications and training.

2. To be responsible for the Health and Safety of self, other staff and Centre users:

- Report any faults with equipment or incidents that may have occurred during the sessions to the Centre Management.
- If necessary administer first aid and complete written records of treatments, incidents or near misses.
- Support Centre management with the checking of equipment and accurate recording of these checks.

3. To ensure the Centre facilities and equipment are of the highest standard:

- Ensure that all equipment used is well maintained and stored correctly at the end of the sessions.
- Help with cleaning and maintaining the Centre as and when required.

4. Other tasks:

- Act as Duty Officer when needed, adhering to the Duty Officer procedures when opening or locking up, and dealing with clients, centre users and visitors.
- Undertake appropriate LOPC training or external training in order to fulfil the requirements of the job.

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- Be responsible for keeping personal National Governing Body awards, memberships and other coaching pre-requisites up to date and ensure that copies are provided to LOPC.
- Any other reasonable duties that may be requested by the Centre Manager or the Trustees.

January 2024