

Registered Charity Number 1074671

## Job Description

**Job Title:** Apprentice Outdoor Instructor.

**Responsible to:** Centre Manager

**Job Description:** To deliver activity sessions to LOPC client groups

The outlined job is for a period of 12 months. During that year the Apprentice Outdoor Instructor will be working towards the Institute of Outdoor Learning – Outdoor Activity Instructor Apprentice Qualification. This will be a series of development throughout the year with the aim to have met the criteria for the qualification at the end. Further details are found on the IOL website.

### 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 the Activate Co-ordinators with the delivery of the after school club, home education groups and holiday scheme provisions.
- Provide high quality sessions ensuring that all of the Centre's policies and procedures are adhered to at all times.

#### 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:

- Undertake appropriate LOPC training or external training in order to fulfil the requirements of the job.
- 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.