



Outdoor Activity Instructor (Apprentice)

CANDIDATE PACK

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Hereford HR2 0LD



Key Information

Job title:	Outdoor Activity Instructor (Apprentice)
Contract Type:	Fixed term (13 months)
Location:	Longtown Outdoor Learning Centre, Herefordshire, HR2 0LD
Salary:	£13,312 per annum
Hours:	40 hours per week on average. Due to the nature of the role we will require the successful applicant to work some evenings, weekends and bank holidays. This is shared around the operational team and, where possible, programmed well in advance.
Eligibility	Must be 18 years old or over, with a right to work in the UK. Due to the nature of the role where you will be working with young people and vulnerable adults, you will be required to complete an enhanced DBS application prior to any commencement of employment.
Closing date:	5 th July 2024
Interviews:	10 th July 2024
Start date:	September 2024

Key Benefits

- Holiday allowance – 34 days (26 days annual leave plus 8 bank holidays in lieu).
- Sector specific qualifications, included as part of your apprenticeship.
- Catered meals provided when the kitchen is serving young people in residence.
- Shared, ensuite accommodation is available at a charge of £55 per week, in line with the Government's set rates. There is also access to a shared kitchen.
- Pension scheme with 5% employer contribution.
- Staff discounts with leading outdoor retail suppliers.

Staff Training

We provide comprehensive training and development, alongside your Level 3 Apprenticeship which is delivered by [Channel Training](#). This includes external courses, in-house training, organised trips away, shadowing, mentoring and coaching. We will tailor your development programme to your interests and career aspirations.

Career progression

Successful apprentices can apply for one of our seasonal Activity Instructor roles or work for us as a self-employed Freelance Instructor. We have a culture of continual professional development, encouraging our team to broaden their qualification portfolio whilst developing essential facilitation skills to deliver high quality outdoor learning.



Outdoor Activity Instructor (Apprentice)

Longtown Outdoor Learning Trust is looking for committed and enthusiastic individuals to join our team of outdoor professionals, delivering high quality outdoor learning experiences to children and young people.

During this 13-month apprenticeship you will be working towards the Level 3 Outdoor Activity Instructor Apprenticeship, National Governing Body qualifications and personal proficiency awards, whilst gaining valuable work place experience.

Example qualifications include:

- Paddle Sport Instructor Award
- Climbing Wall Instructor Training
- Hill and Moorland Leader Training
- Caving Leader Training
- Archery Leader
- Outdoor First Aid
- In-house assessment: Zip Wire, Sky Trek, Low Ropes Course, Orienteering and more.

Role Description

The main responsibility of an Outdoor Activity Instructor (Apprentice) is to run safe and enjoyable activity sessions.

Prepare for the session	Gather information about the participants and resources for the activity.
Deliver the session	Brief participants, maintain safety, provide on-going instruction and encouragement.
Meet session outcome	Support participants to achieve set outcomes (such as new skills / knowledge, personal or team challenge).
Close the session	Hand-over participants, return resources and equipment, log any issues.

We will provide the training and development you need to be able to run safe and enjoyable activity sessions, with a focus on learning. We do this by breaking down your development into three phases:

- Phase 1** To observe and assist experienced Outdoor Learning Tutors delivering off-site activity sessions including caving, climbing, canoeing, hill walking, stand-up paddleboarding, and gorge walking and a range of on-site activities.
- Phase 2** To begin to take the lead on the delivery of on-site activity sessions and to conduct supervised parts of some off-site activities.
- Phase 3** To independently deliver the full range of on-site activities and deliver some off-site activities under supervision/mentorship.

Additional duties and tasks include:

- Helping to maintain activity equipment.
- Assisting the team with daily cleaning, tidying and catering tasks.
- Maintaining a high standard of health and safety.
- Attending staff planning meetings.
- Seeking out additional learning opportunities to diversify their experience.
- Completing portfolio tasks to a high standard.
- Acting as a role model for children and young people.

Undertake any other duties as may be reasonably requested by the management team to ensure the ongoing operational success of the centre and the delivery of excellent customer experiences.

Person Specification

Education and Qualifications	Essential	Desirable
GCSE Grade D/3 in Maths and English.	✓	
GCSE Grade C/4 or above in Maths and English.		✓
5 GCSEs (excluding Maths and English)		✓
Training towards a recognised NGB award		✓
Duke of Edinburgh Award (Bronze, Silver or Gold)		✓

Experience and Knowledge	Essential	Desirable
Experience of a range of different outdoor activities	✓	
An awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	✓	
Experience of working with children and young people		✓
Personal skills awards in outdoor activities		✓

Essential Personal Attributes

- Show punctuality, diligence, commitment, and appropriate appearance.
- Is enthusiastic for the organisation's products and loyal to the employing organisation and brand.
- Actively respects the environment and encourages behaviours in others that preserves it.
- Is encouraging towards participants and supports each person to achieve to their limit.
- Promotes on-going use of the outdoors and onward progression.
- Shows a positive attitude with all colleagues and all customers come rain or shine.



About Longtown Outdoor Learning Centre

Our 120-bed residential centre, set in 16 acres of private grounds, is in the beautiful Herefordshire village of Longtown on the eastern edge of the Brecon Beacons National Park. We work with over 2500 children every year, providing residential and day courses for schools, youth groups and organisations working with young people with additional needs.

Our offsite activities include gorge walking, canoeing, hill walking, caving, and rock climbing. We also have a wide range of onsite activities including a high ropes course, zipwire, leap of faith, climbing tower, archery range and team challenges.

The Longtown Team

We have a team of 15, including up to 4 apprentices, with some living onsite and others living in neighbouring towns and villages. We also have a network of 8-10 freelance instructors. As we are a relatively small team, it is important that we work closely together and support each other to deliver the best customer experience we can. Which is why everyone helps out in different departments when required.

About Longtown Outdoor Learning Trust

We are a charity that enables young people to build their character and resilience by providing:

1. High quality outdoor learning and adventure for all, irrespective of disability, financial hardship and social circumstances.
2. Professional advice and training for education practitioners covering all educational visits and learning outside the classroom.

How to Apply

To apply for this role, please complete our application form and return it to:
recruitment@longtownoutdoorlearning.co.uk

Applications need to arrive by **5pm on Friday 5th July 2024**.

Further details at: www.longtownoutdoorlearning.co.uk/work-with-us

Interviews

Interviews will be held in person at Longtown Outdoor Centre on **Wednesday 10th July**.

Any appointment will be dependent on the receipt of at least two references and the completion of an enhanced DBS check.

Questions and site visit

Prospective candidates are welcome to arrange an informal chat to answer any questions or to visit the centre; this can be done by calling the centre or sending an email to recruitment@longtownoutdoorlearning.co.uk