



# Mount Batten Water Sports & Activity Centre

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**Faculty / Division:** Mount Batten Partnership

**Job Title:** Education Development Officer/Senior Instructor.

**Post No:**

**Date of Assessment:** June 2010

**Responsible for** Managing the NVQ or equivalent programme & acting as Senior Instructor.

**Salary:** £18,000 to £22,000 per annum

**Contract type:** Three year contract

**Hours:** 40 hours

**Accountable to:** Water Sports and Outdoor Adventure Manager.

## **Purpose of role:**

- To have responsibility and accountability for the management of the NVQ or equivalent aspects of outdoor learning
- To assist in development and implementation of new educational programmes.
- To contribute to the strategy of the Centre.
- To teach and deliver the NVQ or equivalent, and to supervise and manage the team delivering the programme.
- To support the structured growth and development of the Outdoor Adventure Education aspects of the Centre.

## **Primary responsibilities:**

1. Organise and plan the delivery of the NVQ Outdoor Education programme and to actively seek to develop new business, liaising with potential partners and clients.
2. Proactively lead on educational activities operated by the Centre, update and develop operating procedures and risk assessments where necessary.
3. Provide training and monitoring to ensure staff employed to undertake tasks are appropriately trained and competent, as required under the AALA licence and at a quality level to achieve LOTC Quality Badges. Also to meet the requirement of the relevant Governing Bodies and their accreditation.
4. Assist in the financial planning of educational programmes, ensuring their financial viability of the Business.

5. Assist in the preparation and presentation of reports, including business cases, particularly in the areas of financial planning, development of new business, and monitor and evaluate the course programme.
6. Agree with the Centre Manager, realistic and achievable goals and targets which support the development and growth of the Centre.
7. Take responsibility for the management and leadership of designate instructors, trainee employees and students placements.
8. Draft, develop and deliver education packages in outdoor adventures related activities.
9. Work as part of the wider partnership team across education, youth services, business sectors and the community, to stimulate and encourage the use of the Centre as a structure for learning, enjoyment and community development.
10. Assist in exploring new educational projects and external funding in order to support and deliver programmes in educational learning and with the support from the Management team, and to complete the necessary funding applications.
11. Interface and explore opportunities with local education, youth and social services partner schools.
12. Act as necessary as Senior Instructor as requested by the Water Sports and Outdoor Adventure Manager.
13. Take responsibility for the co-ordination and management of groups of staff delivering outdoor education.
14. Contribute to updating and monitoring of the Centre's policies and procedures relating to Water Sports and Outdoor adventure.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

**Special requirements:**

This post is 40 hours a week, which include some evenings and weekend work. It is essential the successful candidate has a driving licence and access to a car. The post offers 20 days annual leave per year. An Advanced CRB check is a requirement of the post.

**General terms and responsibilities:**

- All staff are responsible for ensuring compliance with Mount Batten Health & Safety requirements and regulations.
- All staff are required to ensure that they apply the Mount Batten's Equality and Diversity Policies in their general conduct.

- All staff are responsible for carrying out appropriate communication and information sharing.

*This job description provides a general reflection of the responsibilities associated with the post, it is expected that the role holder will undertake any other reasonable duties to assist in smooth service delivery.*

Date: 30<sup>th</sup> June 2010.

File Reference: LC/RE03.

**Personal Specification: QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED.**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A qualification or equivalent, ideally in Outdoor Adventure or Business</li> <li>• A Coaching Qualifications in at least three Watersports/ outdoor adventure sports at least level 2.</li> <li>• NVQ Assessor qualification at NVQ level or higher.</li> </ul>	<ul style="list-style-type: none"> <li>• A background in working with an OEAA setting.</li> <li>• Ability to work in partnership with education professional, children and young people.</li> <li>• Outdoor activity, leadership qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a customer focused business environment of which 3 years at a supervisor level.</li> <li>• Knowledge and experience of teaching educational programmes.</li> <li>• Experience of writing and effectively implementing education programmers</li> <li>• Finance planning</li> <li>• Previous experience of managing and leadership of staff</li> <li>• Experience of working in a customer focused environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Management and Leadership Skills.</li> <li>• Health and Safety knowledge and experience of implementing policy.</li> <li>• Experience on introducing quality standards and procedures.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Good communication, inter-personnel and</li> </ul>	

	<p>organization skills.</p> <ul style="list-style-type: none"> <li>• The ability to work on own initiative and to motivate and leader a diverse team.</li> <li>• Resource management (budgetary and managing staff).</li> <li>• IT skills and knowledge of a variety of computer packages including Microsoft office packages.</li> <li>• Excellent interpersonal communication, writing and [presentational skills.</li> </ul>	
<p><b>Qualities</b></p>	<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Commitment to the principles of the partnership and the aims of the Centre.</li> <li>• Commitment to excellence in service delivery</li> <li>• Able to use own initiative.</li> </ul>	



## **Job Advert**

**(Need to add Logo, address and contacts).**

**Salary £18,000 to £22,000 per annum.**

Mount Batten Watersports and Activity Centre are looking for an experienced and self motivated Educational Development Officer / Senior Instructor with outdoor learning qualifications, to maintain and develop the Centre Education programme.

The core purpose of the role is to:

- To have responsibility and accountability for the management of the NVQ or equivalent aspects of outdoor learning
- To assist in developing and implement new educational programmes.
- To contribute to the strategy of the Centre.
- To teach and deliver the NVQ or equivalent, and to supervise and manage a team delivering the programme.
- To support the structured growth and development of the Outdoor adventure Education aspects of the Centre.
- To take responsibility for the co-ordination and management of groups of staff delivering outdoor education.

Ideally you should have relevant work experience, you will have an in depth knowledge of a range of water sports and outdoor activities, leisure and hold coaching qualification in at least two activity related disciplines.

A friendly, approachable, enthusiastic and self-motivated individual, you will have experience of teach and delivering NVQ or similar education programmes.

You will possess excel and communication and problem solving skills, have the ability to work flexibly to meet the needs of the service.

The successful candidature will be subject to a criminal conviction check through Disclosure

Closing Date for applications will be 5pm on 20<sup>th</sup> July 2010  
Interviews will take place on 26<sup>th</sup> July 2010

**No recruitment agencies**

