

# JOB DESCRIPTION



## BELFAST ACTIVITY CENTRE

<b>Post:</b>	Instructor
<b>Reports To:</b>	Assigned Supervisor
<b>Responsible To:</b>	Chief Executive Officer
<b>Employed By:</b>	Belfast Activity Centre Board
<b>Hours</b>	36.25hrs over an average 10 (x 4hr) session week (The post holder will be required to work evenings and weekends)
<b>Primary Location:</b>	Belfast Activity Centre, Barnett's Demesne, Belfast
<b>Alternative Locations:</b>	Ardaluin House, Bryansford Road, Newcastle BAC Mobile Adventure Learning venues across Northern Ireland
<b>Pay Scale:</b>	£20000 to £23625

### MAIN PURPOSE OF THE POST

The post holder will be working as part of a dynamic team of staff who under the direction of an assigned supervisor will be responsible for the delivery of short and longer term personal and social development programmes alongside adventure learning activity sessions, special events and fundraising events.

The post holder will have a major focus on safety and quality with an attention to detail to ensure that all programmes deliver measurable outcomes set against agreed key performance indicators (KPI's). They will be required to demonstrate problem solving skills, excellent communication and interpersonal skills and the ability to work with a wide spectrum of people whilst prioritising and balancing a complex workload.

The post holder will have a good knowledge of the outdoor activities sector to deliver best practice for BAC programmes through outdoor adventure learning activities. The post holder will be expected to operate within and comply with the Centre's Standard Operational Procedures (SOP's) ensuring that all Health and Safety standards are met within delivery programmes and activities to meet the aims and objectives of the Centre and maintain the Centre's Adventure Mark Gold Standard quality assurance and safety accreditation.

Belfast Activity Centre staff are expected to provide a Safe, Fun and Educational environment to achieve our vision for **"Changing Lives, Building Futures"**

### DUTIES

**Strategy:**

- To maintain your personal continuing professional development (CPD) to meet BAC's strategic plan and operational delivery needs and priorities.
- To play an active part within the Operations Team ensuring that effective and positive communication is maintained at all levels within the organisation to support a focused, motivated and coordinated "one team" approach.
- To positively promote and deliver the Charity's Vision, Mission and Values.

**Programmes and Activities:**

1. To ensure the health, safety and welfare of self and others undertaking activities through the Centre
2. To deliver and administer a range of short and longer term personal and social development programmes and adventure learning activities
3. To ensure the appropriate planning and resourcing for all assigned programmes and activities delivered within the Centre
4. To ensure that funding targets, budgets and programme objectives are met for all assigned programmes and activities delivered within the Centre
5. To support BAC's Instructor Development Programme, Part Time Instructors and Volunteers by assisting in their development and training
6. To act as a Leader/supervisor for expeditions, residentials and activities
7. To assist with the general running and maintenance of the Centre as required
8. To assist on funding generating activities and events

**Human Relations (HR)**

- To provide regular feedback through your assigned supervisor and complete an annual appraisal
- To attend and positively participate in and contribute too scheduled BAC staff meetings and staff training
- To work with the lead training instructor(s) to identify and maintain your continuing professional development and training
- To be an active member of the Operations Team within the Centre

**Administration**

- To operate and comply with the administrative and booking systems and processes to ensure the smooth delivery of programmes and activities within the Centre
- To ensure that monitoring and evaluation procedures and processes are followed and that management and funder reporting information is captured and presented as required and on time
- Other duties associated with the post at the direction of the Centre Manager.

**PERSON SPECIFICATION**

## Essential Criteria

The post holder will be expected to:

1. Hold a minimum of two recognised National Governing Body Awards or Qualifications that are deemed to be appropriate to the operational or developmental needs of the Centre and/or the individual projects/programmes. The Post Holder must be prepared to undertake approved additional training if required.
2. Experience of working with a broad range of people including young people from socially or economically disadvantaged backgrounds or communities, young people with a recognised physical or mental disability, individuals and/or groups from ethnic or minority communities.
3. Have developed good leadership, training, communication, time management and presentation skills with the ability to be a strong group leader, but also demonstrate the ability to work on own initiative.
4. Hold a current clean driving license with a licensed entitlement to drive a minibus and an entitlement to tow a trailer.

## Desirable Criteria

1. Have a recognised third level qualification in youth work, disability or special needs, education, a sports related discipline or a health related specialism.
2. Be able to demonstrate the ability to work effectively with a range of age and profile groups including young families, children, youth, young adults and older persons.
3. Have a knowledge and understanding of the Duke of Edinburgh's Award/Presidents Award and experience of planning and leading the expedition section of the Award at either Bronze, Silver or Gold level.
4. Have basic computer skills and the ability to self-generate typed reports.
5. Hold a valid First Aid certificate.

**NB The duties and responsibilities outlined in this job description are not meant to be definitive or restrictive and may be modified to meet changing needs.**

It will be the responsibility of the post holder to

- maintain a continuing personal awareness of current issues and good practices within the outdoor activities sector
- identify appropriate training requirements for their continuing professional development
- ensure that professional and national governing body accreditations and memberships to practice in the areas of their responsibility are maintained.

## Benefits package

1. Eligible for BAC pension contributions after probationary period of 6 months. Currently this package is auto-enrolled up to 8% of your salary based on a 3% employer/ 5% employee match scheme.
2. Eligible for BAC discretionary staff discounts with associate suppliers
3. Eligible for BAC discretionary PPE and personal outdoor equipment allowance
4. Eligible for BAC discretionary financial support towards training costs pre agreed in the post holders annual training needs analysis