



## JOB DESCRIPTION

# BELFAST ACTIVITY CENTRE

<b>Post:</b>	Senior 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>	£23625 - £25200

### 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 and 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 measureable 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 an in depth knowledge of the outdoor activities sector, they must support and develop established programmes and projects and take a lead with the development of new programmes providing direct assistance as necessary to enable them to function effectively. The post holder will take a lead responsibility and accountability for the development and delivery of at least one core activity focus / revenue stream / discipline across BAC ie. BAC Adventure Learning Park (ALP), BAC Mobile Adventure Learning, Paddling, Climbing, Mountain Biking, Abseiling, Health & Safety, Policies and Procedures including Standard Operating Procedures, Risk Evaluations etc. The post holder will be responsible for ensuring that the wider staff team comply with all Health and Safety standards and deliver programmes and activities that 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 assist with the continuing professional development (CPD) of the BAC team and maintain your personal CPD to meet BAC's strategic plan and operational delivery needs and priorities
- To play a key role 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 provide a leadership role across the staff team to promote and deliver the Charity's "***Vision, Mission and Values***"

### **Programme and Delivery:**

- To take a lead in ensuring staff are delivering safely within standard operating procedures whilst supporting the health and safety culture within the organisation
- To assist the supervisory and management teams to ensure a consistent approach for the quality of programmes and activities delivered across the operations team
- To maintain and improve the quality and range of experiential learning opportunities and accredited courses and programmes delivered to all participants at the Centre
- To ensure that all functions and disciplines are working together to provide a seamless journey for participants
- To administer (through appropriate planning and resourcing) and deliver a range of short and longer term personal and social development programmes and adventure learning activities
- To ensure that funding targets, budgets and programme objectives are met for all assigned programmes and activities delivered within the Centre
- To ensure that all functions and disciplines are working together to provide a seamless journey for participants
- To support BAC's Instructor Development Programme, Part Time Instructors and Volunteers by assisting in their development and training
- To assist with the general running and maintenance of the Centre as required
- To assist on funding generating activities and events

### **Human Relations (HR)**

- To provide staff supervisory support, if required, for the BAC Senior Management Team
- To provide regular supervision and annual appraisals for designated staff (if applicable)
- To support the discipline of staff with regards to safety, quality of delivery, general housekeeping and site presentation
- To work with the training instructor(s) to identify and support staff with their continuing professional development and training
- To be an active member of the operations team within the centre and to attend and positively participate in and contribute to scheduled BAC staff meetings and staff training

- To support the BAC recruitment process for staff, if required, with technical and competency advice and feedback

### **Administration**

- To operate and comply with the administrative and booking systems and processes to ensure the smooth delivery of programmes within the Centre
- To provide input into the implementation of safety management systems whilst ensuring staff are delivering in accordance with policy and practice
- 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. Demonstrate a minimum of two years experience in directly managing a team and/or programme or project management.
4. Have developed good leadership, training, communication, time management and presentation skills with the ability to be a strong team leader and player, but also the ability to work on own initiative.
5. Hold a current clean driving license including a licensed entitlement to drive a minibus (D1) with CPC Card and an entitlement to tow a trailer (D1+E)
6. Have basic computer skills and the ability to self-generate typed reports.

### **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/or 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. 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 their 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