

## INSTRUCTOR AND SENIOR INSTRUCTOR JOB DESCRIPTION

**Salary: £23,000 - £31,500 plus benefits package**  
**Starting salary is dependent on qualifications & experience**  
**43 Hours per week, average**

The Outward Bound Trust is an educational charity providing journey based adventures with outdoor learning for young people from six centres across the UK.

Instructors are the key to our success; using stimulating wilderness environments and their expert guidance and instruction, they inspire hundreds of young people, and develop their attributes, values and mindsets that will equip them with valuable life skills.

Our outdoor instructors embody our values. Through sensitive and supportive leadership, they set the standards and expectations for each course. They are committed to their own ongoing development, as well as that of course participants.

Instructors are the most significant single factor that will influence the successful delivery of high quality learning and adventure on our programmes in a safe and supportive manner.

They should have high professional standards and maintain the good reputation of The Outward Bound Trust always.

All Instructors report to a Learning and Adventure Manager.

### INSTRUCTORS

#### Job Description

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#### Course Delivery Responsibilities

- Deliver to the highest standard to create maximum impact/learning, a wide variety of personal development courses to a diverse range of clients, whilst ensuring a high level of customer satisfaction is achieved.
- Throughout course delivery link all areas of Learning, Safety, and Rapport, whilst ensuring specific course objectives and context are met, together with transferring of learning back to a young person's environment.
- Transfer of learning and linking back/forward to the course or session aims is a core part of delivery. This process will be present right from the start of each course and is central to the Outward Bound Trust's use of the experiential learning model.
- Act as technical support for other instructors in activities such as climbing and canoeing which require additional instructional staff.
- Apply the guidance from the following documents in their course delivery and pastoral care;

'The Outward Bound Trust – What It Means to Be Outward Bound'

- 'The Outward Bound Trust – Handbook of Child Protection and Social Behaviour'
- 'The Outward Bound Trust – Safety Rules and Risk Management Systems'
- 'The Outward Bound Trust – Safety Working Procedures & Policies'
- 'The Outward Bound Trust – General Safety Information'

- Flexibility to occasionally work out of alternative centre bases as required.

### **Safety & Risk Management Responsibilities**

- Accept and understand that as part of the role in relation to safety, take direct and personal responsibility for the safety of participants, clients and visiting staff including checking that the safety equipment is properly fitted and secure.
- Work within the limit of their internal authorisation and NGB qualifications to lead specific activities.
- Follow all The Trust's safety procedures and policies and keep up to date with changes as they occur. Report any issues relating to safety and risk management
- Ensure the physical, emotional safety and security of every member of their group, accompanying staff, colleagues and visitors for the duration of their residential.
- Look after and maintain any of The Trust's equipment and resources. Report any defects to an appropriate person.

### **Additional Responsibilities**

- Attend staff training as appropriate and continue to develop personal skills and qualification base
- Support and develop Trust wide initiatives as appropriate.

### **Person Specification**

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#### **Essential:**

- Be enthusiastic, energetic and inspiring
- Have a passion to develop others and the ability to relate to and empathise with all types of people
- Experience working in an outdoor education setting with young people
- Experience of working in a residential centre
- Skilled at facilitating groups and individual's personal development using outdoor education
- Experience of working with young people from diverse backgrounds
- Ability to work unsupervised, be accountable and responsible for the safety of a group of young people
- Exemplify on an ongoing basis the 6 areas of 'The Ways of Working Together at The Trust'
- Personal experience of outdoor adventure and instigating own personal development
- Experience of working with guidance from more experienced staff as part of a team.

- Candidates should have passed as a minimum, an assessment in two of the first three NGB qualifications listed below and completed training in at least one other from the list below and have appropriate experience:
  - Summer Mountain Leader Award
  - Single Pitch Award or Rock Climbing Instructor
  - BC Paddlesport Leader Award; or Paddlesport Instructor plus Canoe award; or equivalent previously recognised awards
  - A driving licence (preferably including D1 entitlement) and valid First Aid Certificate are mandatory requirements
  - You must be able to demonstrate a practical ability to safely deliver personal development courses to young people.

## SENIOR INSTRUCTORS

The Senior Instructor job role is an extension of the Instructors job description and includes the duties detailed above. Senior Instructors are exemplars in course delivery and have gained a wide experience in the outdoor industry and/or across the range of Outward Bound Trust courses.

They are the role models within the centre that other staff look up to, ensuring high standards are met in every aspect of their work. They have a deep understanding of OBT and can communicate this with peers and clients alike. As Senior Instructors progress within their career they expand their sphere of influence and responsibilities.

Our Senior Instructors exemplify or 'Ways of Working Across the Trust' and can be relied upon to drive a culture of high challenge high support, clearly leading by example.

All Senior Instructors report to Learning and Adventure Managers.

## Job Description

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The responsibilities below are in addition to those of an Instructor, as stated above.

### Course Delivery Responsibilities

- Support the Centre Management Team to bring to life the current Trust wide strategic plan
- As they develop Senior Instructors will be able to translate OBT's core safety documents into tactics for staff
- Responsible for Course Directing high quality Outward Bound courses, however, it is not a requirement that all Senior Instructors course direct.
- Course directing requires an ability to lead instructional staff by creating vision and inspiring the direction of our programmes relative to the context of the young people attending.
- Course directing is very much a leadership role, linking the learning requirements of the programme through meaningful relationships. Working in partnership with teachers, mentors and instructors.

### **Safety & Risk Management Responsibilities**

- Have a broad understanding of all The Trust's safety procedures and policies and keep up to date with changes as they occur. Report any issues relating to safety and risk management and are prepared to challenge poor practice if they see it
- Work within the limit of their authorisation to lead specific activities, understand the passing out system and role model this to other staff.
- Be proactive in their own development and in doing so can advise their peers on best practice as this develops within the industry, in line with the Trusts safety and risk management systems.

### **Staff Development and Leadership**

- Senior Instructors are eligible to apply for the various co-ordinator roles as they become available within each centre
- Work in additional roles to help support, train and pass out instructors. This may include supporting their line manager and deputising where required
- Depending on specific centre needs and individual expertise Senior Instructors may be given specific responsibilities that include:
  - Staff training on internal OBT Learning courses
  - Technical expert for an activity, learning or client area
  - Specific client responsibilities with links to the sales team
  - Development of learning elements and resources.

### **Person Specification**

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Progress from an Instructor to a Senior Instructor scale is dependent upon the achievement of both formal qualifications and defined indicators of competence. As instructors move up through the scales The Trust recognises and rewards prior qualifications in both teaching and facilitation and outdoor skills.

Instructors are expected to maintain or increase their qualifications, competence, levels of responsibility and positive influence as they progress up the scales. This will be reviewed as part of instructor appraisal.

#### **Essential:**

The required essential skills and experience are as per the Instructor role, but at a deeper and wider level. Senior Instructors will have considerable experience of all aspects of delivering outdoor education courses for young people.

## Salary and benefits

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**Salary:** £23,000 - £31,500

Your starting point on the scale is dependent on your current qualifications & experience (ie. you may start part way up the scale). Progress up the scale is dependent upon the achievement of both formal qualifications and defined indicators of competence.

Benefits:

- Annual Leave of 24 days, plus bank holidays. Annual leave increases by 1 day per year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date
- Personal Accident Insurance while at work or commuting
- Health Cash Plan with Medicash: on application after completion of probation; taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
- 8 weeks' sick pay at full salary in any 12 months
- Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount
- Staff bursaries: discounted course fees for family members
- Childcare voucher scheme
- Plus
  - Personal Adventures – The Trust has a positive attitude to extended/unpaid leave (forward planning is required)
  - Transfers from one centre to another: once you have worked for one year at a centre you are able to submit a request for a transfer

## Hours of Work

As an Instructor you will work an average of 43 hours per week. The work pattern, however, will require you in your role of instructor to work over 43 hours, as our instructors work with their groups for the duration of their course which includes longer days and overnight expeditions. This additional time worked is accumulated and given back as Time Off In Lieu, meaning that instructors are able to have their own extended adventures and recreation time in addition to the standard two days off a week, when they are not working with a group. At other times you will work less hours per week, for example, as support on the programme.

## Probation Period

There is a 3-month probationary period from the employee's start date.

## Outward Bound's Core Values

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***A belief that we all have undiscovered potential.*** We aim to create moments when everyone can see and believe in themselves as never before and to translate such moments into lessons for everyday life

***A belief in the power and magic of learning through adventure in the wild*** - as a means of bringing out the best in people.

***A deep appreciation of the balance between risk, reward and responsibility.*** We want people to have intense experiences with real consequences and powerful, positive and memorable outcomes

***A spirit of respect and compassion.*** We aim to stretch people both physically and mentally. In doing so we act with care, concern and generosity towards people and the natural environment.

## **The Way We Work Together at The Trust**

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The Outward Bound Trust is a charity with over 300 skilled and talented employees who work together collaboratively in a variety of situations. To be effective we need to trust and value each individual to do their best to achieve our overall aims to develop young people. To achieve this staff across the organisation have developed “The Way We Work Together at The Trust”. This, we believe, is the way that we should work together within The Trust. This is the culture that we want all employees – from the CEO to the rawest new recruit – to play their part in developing:

1. We are proud to work for The Outward Bound Trust. It is our responsibility to come to work each day determined to make it even better.
2. We are a small organisation with some very talented and deeply committed staff. Although line-management responsibilities and areas of ultimate responsibility are clear, we aim to be as non-hierarchical as possible. Constructive advice, comment or guidance from anyone to anyone is more than welcome.
3. We trust one another to do the jobs we have been recruited, trained and developed to do. Each of us taking personal responsibility lies at the heart of a great team performance. No-one should need or want to be micro-managed.
4. Everyone can be a leader because everyone is encouraged to use their “process authority” to influence what is happening within The Trust. Giving and receiving feedback, clarifying purpose and outcomes, actively listening, providing constructive suggestions are all examples of process authority and this can be exercised by any one of us at any time.
5. We should all look for ways to praise each other for the many things that we do well. In doing so we also earn the right to confront behaviour or performance which is unacceptable or which saps energy from the organisation.
6. The more effectively we communicate with each other, the better things will be.