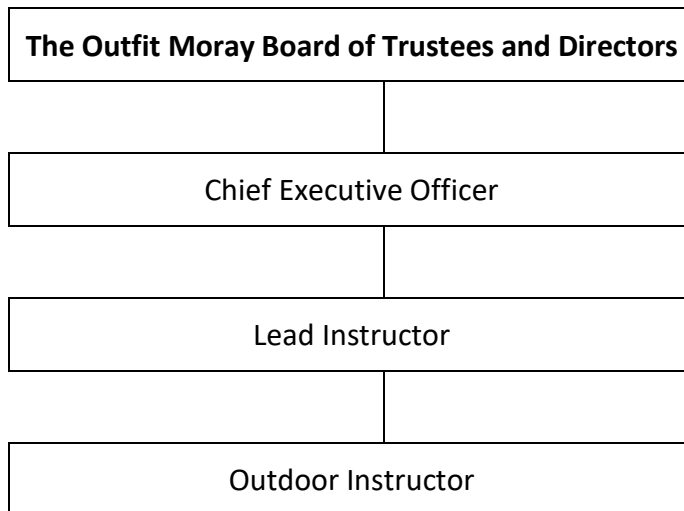


## JOB DESCRIPTION

1. ORGANISATION			
<b>Post Title</b>	Outdoor Instructor	<b>Job Des No.</b>	OM/2024/01
<b>Location</b>	Outfit Moray Shore Street Lossiemouth IV31 6PB	<b>Accountable To</b>	Lead Instructor
<b>Salary</b>	£24,960 per annum rising to £25,760 after 1-month probation	<b>Hours per week</b>	40 hrs
<b>Duration</b>	Until end of August 2024	<b>Terms</b>	5 days a week including weekend working (as required)
<p><b>Our Vision</b></p> <p>Outfit Moray changes lives by creating the opportunity for everyone to take part in outdoor learning and adventure activities irrespective of their ability, financial position or location.</p>			
<p><b>Our Mission</b></p> <p>To actively develop potential and make a difference to the lives of others, and in particular young people, their families and communities, through accessible and affordable outdoor learning and adventure: building self-confidence, growing self-esteem, encouraging life skills and improving health.</p> <p>We take a holistic approach to developing potential, using outdoor adventure to build trust, to challenge and to provide focus; valuing courage, compassion, patience, perseverance and integrity. We encourage risk awareness and positive risk taking, teamwork, leadership and a selfless approach to others. It is our aim to increase happiness and improve well-being, encourage resourcefulness and create a sense of purpose in life.</p> <p>We value volunteers, providing training and development opportunities to enhance their skills, enabling them to participate in our work and use outdoor adventure to change lives.</p>			
2. JOB PURPOSE			
To assist in the day to day operation of Outfit Moray and contribute to the overall development of outdoor learning & adventure programmes. To work in collaboration with the Outfit Moray team and the Lead Instructor in the delivery of outdoor activity sessions. To instruct, guide, lead and support participants engaged in outdoor learning programmes.			
3. MAJOR TASKS			
<p>3.1. Instructing and leading groups in a range of outdoor learning &amp; adventure activities.</p> <p>3.2 Instructing and leading vulnerable groups.</p>			

- 3.3 Assist in the administration, organisation and development of Outfit Moray
- 3.4 Responsibility for equipment and assisting with maintaining equipment.
- 3.5 Maintain a positive and supportive culture.

#### **4. REPORTING RELATIONSHIPS**



#### **5. ACTIVITIES**

##### **5.1 Instructing and leading groups in a range of activities**

- 5.1.1 Deliver activities, events and programmes to children, young people, families and adult groups.
- 5.1.2 Instruct, lead or guide participants and groups in specific outdoor techniques and skills
- 5.1.3 Manage safety in line with current operational procedures, codes of practice and arrangements.
- 5.1.4 Motivate and support young people through appropriate techniques and styles of leadership.
- 5.1.5 Where appropriate and within range of ability, provide advice to young people and a positive role model.
- 5.1.6 Seek support and advice from the Lead Instructor regarding any technical or confidential matters.
- 5.1.7 Maintain a professional approach at all times.

##### **5.2 Instructing and leading vulnerable groups**

- 5.2.1 Deliver outdoor activities for young people with vulnerabilities.

##### **5.3. Assist in the administration, organisation and development of Outfit Moray programmes**

- 5.3.1 Carry out administration in relation to planned activities.
- 5.3.2 Assist in planning programmes in conjunction with the team.
- 5.3.3 Assist in pre and post event organisation.
- 5.3.4 Gather information and assist in evaluating activities and sessions, including collation of feedback / sessions reviews ensuring data is retained from sessions.
- 5.3.5 Carry out general administration relating to other key tasks.
- 5.3.6 Attend and contribute to team meetings and review sessions in accordance the 5-year Strategic Plan.
- 5.3.7 Contribute ideas and suggestions to the innovation and development of Outfit Moray and take

	responsibility for specific projects.
5.3.8	Contribute to the risk assessment process
5.3.9	Contribute to maintaining and developing operational guidelines.
<b>5.4</b>	<b>Responsibility for resources equipment and routine maintenance</b>
5.4.1	Undertaking routine checks on minibuses and trailers.
5.4.2	Carry out routine maintenance of general outdoor equipment including washing, cleaning, drying and storage.
5.4.3	Carry out routine safety inspections and appropriate servicing of safety critical equipment as required.
5.4.4	Ensure that the store is kept clean and tidy.
5.4.5	Ensure that any equipment that is lost, broken, or damaged is brought to the attention of the Lead Instructor and a replacement sourced.
<b>5.5</b>	<b>Maintain a positive and supportive culture</b>
5.5.1	Address challenging behavior in young people by developing a culture where positive behavior is the norm.
5.5.2	Work with staff and volunteers to, as far as possible, align values and beliefs and support positive behavior.
5.5.3	Create a positive environment where people are valued and supported.
5.5.4	Support the team, attend meetings and reviews.
5.5.5	Be clear on the vision and purpose, understanding the charitable work of Outfit Moray and associated aims and be familiar with the 'elevator pitch'.
5.5.6	Celebrate success.
5.5.7	Live the Outfit Moray Values.
<b>6.</b>	<b>DISCLOSURE</b>
<b>This Post is subject to an Enhanced Disclosure Scotland check and membership of the PVG (Protecting Venerable Groups) Scheme, the results of which might impact on your suitability to work in this post.</b>	
<b>7.</b>	<b>NOTE</b>
This Job Description is intended to give applicants a reasonable overview of the job, what it involves and how we work. It is not intended as an exhaustive list of every aspect of the post-holder's duties.	