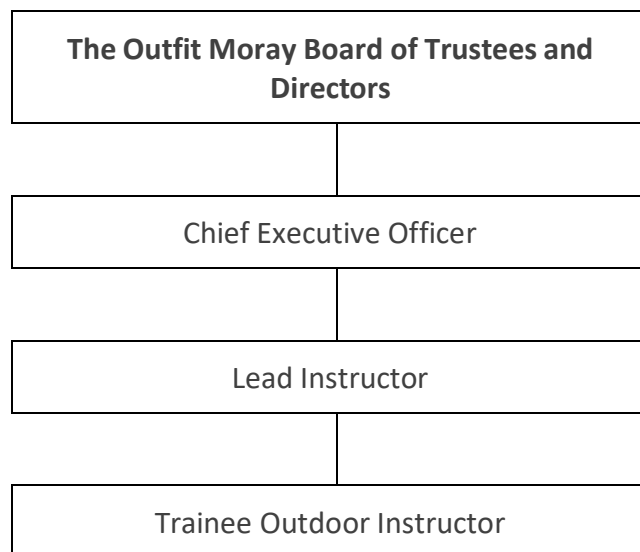


JOB DESCRIPTION

1. ORGANISATION			
Post Title	Trainee Outdoor Instructor	Job Desc No.	TOI/01/2025
Location	Lossiemouth	Accountable To	Lead Instructor
Salary	Minimum Wage	Hours per week	25
Duration	12 months	Terms	Part-time
<p>Our Vision</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>Our Mission</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			
<p>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 to assist the Outdoor Activity Instructors in the delivery of outdoor activity sessions. To support participants engaged in outdoor education programmes.</p>			
3. MAJOR TASKS			
<p>3.1. Support Instructor and participants engaged in a range of outdoor learning & adventure activities.</p> <p>3.2. Shared responsibility for equipment and assisting with maintaining equipment.</p> <p>3.3. Maintain a positive and supportive culture.</p>			

4. REPORTING RELATIONSHIPS



5. ACTIVITIES

5.1 Assisting in the instruction and leading of groups in a range of activities

5.1.1 Help deliver activities, events and programmes to children, young people, families and adult groups.

5.1.2 Help instruct, lead or guide participants and groups in specific outdoor techniques and skills.

5.1.3 Observe 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 Assist in the administration, organisation and development of **Outfit Moray** programmes

5.2.1 Carry out administration in relation to planned activities.

5.2.2 Assist in planning programmes in conjunction with the team.

5.2.3 Assist in pre and post event organisation.

5.2.4 Gather information and assist in evaluating activities and sessions, including collation of feedback/session reviews ensuring data is retained from sessions.

5.2.5 Carry out general administration relating to key tasks.

5.2.6 Attend and contribute to team meetings and review sessions.

5.2.7 Contribute ideas and suggestions to the innovation and development of **Outfit Moray**.

5.2.8 Contribute to the risk assessment process.

5.2.9 Contribute to maintaining and developing operational guidelines.

5.3 Joint responsibility for resources, equipment and routine maintenance

5.3.1 Carry out routine maintenance of general outdoor equipment including washing, cleaning, drying and storage as requested.

5.3.2 Assist with occasional checks and appropriate servicing of safety critical equipment as required.

5.3.3 Ensure that the store is kept clean and tidy.

5.3.4	Ensure that any equipment that is lost, broken or damaged is brought to the attention of the Lead Instructor.
5.4	Actively engage with the trainee training plan.
5.4.1	Ensure attendance on training courses.
5.4.2	Ensure that minimum training course pre-requisites are achieved prior to training courses.
5.4.3	Ensure pre-course administration is completed in a timely manner.
5.4.4	Ensure post-course administration is completed in a timely manner including provision of copies of certificates for staff files.
5.4.5	Maintain logbooks of experience as required by National Governing Bodies
5.5	Maintain a positive and supportive culture
5.5.1	Address challenging behaviour in young people by developing a culture where positive behaviour is the norm.
5.5.2	Work with staff and volunteers to, as far as possible, align values and beliefs and support positive attitude and behaviour.
5.5.3	Create a positive environment where people are valued and supported.
5.5.4	Support the team and attend meetings and reviews.
5.5.5	Be clear on the vision and purpose, understand 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.
6.	HEALTH AND SAFETY
Outfit Moray has a range of policies and operating procedures to comply with all health and safety requirements and provisions, ensuring that safe working practices are adopted and that all equipment is operated safely. All staff have a duty to comply with these arrangements and to bring to the attention of management any deficiencies or concerns.	
6.1	Outdoor Activities – A specific risk assessment has been carried out for each activity and operational procedures produced to ensure as far as reasonably practical that measures are in place to minimise any risks to staff and participants.
6.2	Control of Substances Hazardous to Health (COSHH) – Chemicals used in the cleaning and maintenance of outdoor activity equipment must be handled and stored appropriately in line with the manufacturer's instructions. Where appropriate Personal Protective Equipment (PPE) is provided.
6.3	Emergencies – Specific procedures have been developed to deal with emergencies.
6.4	Policy and Procedure on Personal Safety – Specific procedures have been incorporated into the operational policy of the project
6.5	Policy and Procedure on First Aid – All staff are required to undertake first aid training to at least Outdoor Emergency First Aid level
6.6	Manual Handling and Lifting - Where necessary, specific training will be given on manual handling. It is recognised that many governing bodies of sport now include this as part of their training.
7.	WORKING CONDITIONS (some basic information for this post)
7.1	Working week – 25 hours per week.
7.2	Annual Holiday – 37 days including Christmas and New Year (Pro rata).
7.3	PPE provided.
7.4	Support and supervision is provided by the Lead Instructor.
7.5	Training and development opportunities are provided.
7.6	A group life insurance scheme is provided (death in service payment of 2 x annual salary).

8. OUTFIT MORAY CULTURE

We 'actively develop potential' both in young people and our team of staff and volunteers. You will be working in a small, dedicated and highly motivated team. There is always support available and we help each other in order that we provide the best possible service to our young people and the agencies that support us. We don't stand still, we believe in continual improvement and as such you will be working in a dynamic, creative and enjoyable environment.

Outfit Moray are outdoor learning, education and adventure specialists with a range of qualifications and experience not matched anywhere else in Northern Scotland. We have a team development programme to enable continuing progression towards further NGB qualifications, outdoor education and leadership & management awards.

9. DISCLOSURE

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.

10. NOTE

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.