**Job Description**

**Outdoor Activity Apprentice**

**Job Title**: Apprentice Outdoor Activity Instructor

**Job Description**: Apprentice activity instructors help Mount Cook Adventure Centre to deliver safe and enjoyable activity sessions. They will help supervise and guide children and adults in activities such as, rock climbing, hillwalking, archery, bushcraft, team challenges and ropes courses at an introductory level. They will be supervised while working in a limited range of venues and weather conditions following tightly defined operating pYrocedures.

**Responsibilities**

**Preparing for sessions**

* How to collate and use information about the participants in order to run the session such as group size, age, mental and physical ability, and relevant medical information.
* How to meet desired outcomes of the session g. recreation and enjoyment, increasing self-confidence, learning about a local habitat.
* The approved options for adapting a session to accommodate predictable environmental changes.
* The organisation’s procedures and standards relevant to the session being delivered.
* Activity venue locations and access arrangements.

**Delivering sessions**

* The relevant operational procedures related to session delivery to meet Health & Safety, environmental sustainability, safeguarding and data protection requirements.
* Why an appropriate activity briefing is important, what it needs to include and where to source the relevant information.
* How to guide participants to the venue in a safe and efficient manner.
* Information about the training activity or subject at the required level to deliver the session.
* Basic good practice protocols and techniques for giving instructions and demonstrations. visual, verbal.
* How to identify hazards in the environment they are working and the dynamic changes that may occur
* How to minimise environmental impact and support sustainability g. picking up litter, not broadening paths.
* How to respond to problems: A grasp of common problems and issues related to outdoor working in general, and the businesses specific products offering.
* How to respond to and deal with incidents or accidents that may occur during the session.

**Meeting session outcomes**

* The organisations set approaches for instructing or teaching each activity in order to meet the defined outcomes of each session.
* Simple techniques to ensure engagement and participation by all g. energisers, sharing responsibilities, appropriate pace.
* How to use open questions and observation to check understanding and progression of learning.
* How to recognise participants that have additional support requirements g. nervousness, short attention span, disengagement.
* Simple techniques for dealing with conflict and challenging behaviours.
* Simple techniques and questioning styles to aid review of sessions in meeting required outcomes.

**Completing sessions**

* How the venue should be left and equipment and resources returned - including adherence to any reporting policies.

**Organisation requirements**

* How the organisation, and profession, should be represented to include knowledge of the breadth and range of the organisations products and operating standards.
* The organisation’s expectations on how to engage and communicate with participants, organisers and work colleagues.

**Professional practice**

* The profession’s policy on equality and diversity.
* Good practice regarding session structure to encourage participation and inclusion while protecting sensitive participant information.
* Sources for continuing development. E.g. IOL Membership.

**Behaviours**

* Show punctuality, diligence, commitment, and appropriate appearance.
* Is enthusiastic for the organisations products and loyal to the employing organisation and brand.
* Actively respects the environment and encourages behaviours in others that preserves it.
* Is encouraging towards participants and supports each person to achieve to their limit.
* Promotes on-going use of the outdoors and onward progression.
* Shows a positive can do attitude with all colleagues and all customers come rain or shine.

**Qualifications**: As this is a trainee role no outdoor qualifications are required at point of employment. Apprentices without Level 2 English and maths will need to achieve this level prior to taking end-point assessment. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3 and British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.

We require apprentices to be 18 or over.

**Mount Cook Adventure Centre**: Our role is to facilitate outdoor experiences, especially for young people and those who might not normally have the opportunity. We engage with a variety of clients from junior and secondary schools, families and adult individuals, universities and youth groups, through to corporate organisations. This variety and breadth of reach is important to us as we wish to promote the benefits of the outdoors to as wide an audience as possible. We achieve this via a range of experiential activities, that are adventurous and educational.

**Values:**

* + Exceeding Expectations
	+ Professional throughout
	+ Everyone Valued

**Benefits**: Mount Cook offers the following compensation and benefits to its employees.

* A starting salary in year one of £12,854 rising to £21,672 after 12 months
* Access to nearby accommodation with your own room
* Meals whilst working
* Funded training and assessment of national governing body awards
* Cycle to work scheme
* 21 days annual leave rising by a day per annum to 26 days
* Pension scheme
* Monthly staff awards
* Retail clothing discounts
* Staff uniform
* Staff days out

Weekend and holiday period work will be required.

This role is subject to a DBS check and in line with the requirement of the current immigration and asylum legislation, all applicants must be eligible to live and work in the U.K.