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**Job Title** Outdoor Educator, Arthog Wales

**Evaluated Grade Scale** 5

**Job Description**

<b>Job Purpose</b>
<p>The post holder takes a lead role in the delivery of the Outdoor Education activities.</p> <p>This is a residential centre of 110+ beds across the estuary from Barmouth in Mid-Wales. It offers 'Peak experiences'/ 'life changing' residential experiences in the mountains, rivers and coastal environments around the Centre. The offer is also extended through expeditions in the wider UK and abroad.</p> <p>The Post Holder (PH) has responsibility for leading outdoor education activity groups. They assist in the welfare of students in the residential setting and contribute to maintenance of outdoor equipment, teaching spaces and structures as required.</p>
<b>Major Tasks</b>
<ul style="list-style-type: none"> <li>• A member of the Centre Education Team.</li> <li>• Contribute to the delivery of safe, enjoyable, stimulating residential experiences to a range of clients. Further the Arthog dynamic, reflective and responsive ethos and support our aspiration for high quality residential experience and client care.</li> <li>• Support Course Directors as required preparing for and delivering a complete programme.</li> <li>• Lead groups in a variety of high quality outdoor education activities using a holistic child centred approach to learning. This includes leading activities at off site venues and in remote environments. The PH will have the skills and experience necessary to respond to the needs of the group (and /or individuals within the group), and changing circumstances and environmental factors.</li> <li>• Support the development and implementation of outdoor education policies and procedures including risk-benefit assessments, accident and near miss reporting and lesson learned.</li> <li>• Contribute to the maintenance of outdoor education equipment, stores, teaching spaces and structures to ensure safety and maintenance is to a high standard. Ensure record keeping and inventories are kept up to date.</li> <li>• Contribute to the day to day routines necessary for the effective operation of the Centre and be a duty instructor and work occasional weekends.</li> <li>• Maintain current qualifications (including driving and first aid) and up to date outdoor expertise.</li> </ul>
<b>Contacts &amp; Relationships</b>
<p>As a member of the Education Team there will be regular contact with the Assistant Centre Manager: Outdoor Education as line manager. The PH will participate in daily planning meetings with colleagues</p> <p>Frequent contact will be necessary with the Residential Support Staff to exchange information and request and give assistance. This requires a mutual understanding of roles and responsibilities and to the delivery of high quality outdoor education residential experiences. an awareness and consideration of the needs of visiting groups and relative priorities at any point of time and a whole team approach</p>

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When leading an outdoor education activity the PH will work closely with visiting staff and a specific group, usually of young people which requires the development of supportive and responsive relationships.

It is preferred that the PH will maintain contact with peers and organisations in the residential outdoor education field to share good practice and have working knowledge of national accepted standards and practice.

### **Creativity**

As part of the Education Team, the PH are also encouraged to make suggestions about aspects of Centre delivery where they see scope for improvement especially in ways that will enhance the quality of learning and visitor experience.

The Centre guidelines define criteria for safe working practice, ethos and philosophy. The activity programme defines the activities to be undertaken during a course. Within that framework the PH is given the freedom to select venues and evolve innovative and creative techniques and resources appropriate to their group.

### **Decisions**

The PH will make decisions with the Course Director to ensure the appropriateness of the programme both in terms of the led and self-led activities, especially in the evenings. They will support liaison with the visiting staff during their visit and be involved in any ongoing decision making with the Centre Senior Managers.

When leading an outdoor education activity the PH will make decisions about the choice of venue for an activity, taking into account the capabilities of the group, time of year, weather conditions, tidal conditions, equipment and transport. Due to the dynamic nature of the activity, the group and the environment, the PH will constantly monitor the situation and make decisions to promote safety, well-being and enjoyment.

In the event of a change in circumstances or emergency during an activity, the PH will have to make decisions in a demanding situation, and manage themselves and their group appropriately and ensure the Centre is informed and updated.

### **Management & Supervision**

The PH will supervise a client group and their group leader(s) on a daily basis. If on evening duty, they will support the visiting staff with the supervision of all visitors during meal times and the evening activity programme.

The PH will be a source of information and advice for less experienced staff and they will serve as a mentor for trainees and work experience placements. The PH will contribute to formal monitoring of safety and quality of outdoor education delivery.

### **Supervision Received**

Regular support and supervision will be given by the Assistant Centre Manager – Outdoor Education 121s and team meetings.

The safety and quality of outdoor education delivery and experience is by feedback from visiting staff, verbally and through an end of course written evaluation and formal monitoring, observation and feedback by managers and Technical Advisors.

### **Complexity**

The PH will have to adapt their way of working to accommodate a wide range of ages and abilities. Working with people in the outdoors who exhibit challenging behaviour or who have limited mobility present the PH with particular difficulties. The complexity of group management is compounded by working in a dynamic environment where conditions can change and present additional challenges.

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They will lead groups of adults of varying ages and abilities and also work with experienced adults looking to further their outdoor skills and qualifications.

Ideally the PH will have a teaching/youth work/coaching qualification. They need to be able to liaise confidently and knowledgeably with staff from a range of organisations.

The PH must have a broad range of experience and qualifications in adventure activity leadership and a knowledge and understanding of environmental education. They will understand effective teaching and learning in outdoor education and the value of a residential experience.

The PH will have the essential National Governing Body (NGB) qualifications for the role and have furthered their experience working professionally in outdoor education.

The PH have proven experience in the delivery of high quality experiences to a diverse range of groups, with due regard for their expectations, capabilities and safety

The PH will be expected to work outside of normal working hours (including evenings and weekends) when required, in order to maintain the safe, effective and efficient operation of the service.

#### **Resources**

The post holder is responsible for the following resources;

- Outdoor education equipment and resources
- Responsible for handling visitor personal information including medical, dietary and behavioural information.
- Building key holder

#### **Impact**

This is a residential centre of 110+ beds across the estuary from Barmouth in Mid-Wales. It offers 'Peak experiences'/ 'life changing' residential experiences in the mountains, rivers and coastal environments around the Centre. The offer is also extended through expeditions in the wider UK and abroad. Arthog Wales is the only offer of this type in T&WC.

The PH has responsibility for leading outdoor education activity groups. They assist in the welfare of participants and contribute to maintenance of outdoor equipment, teaching spaces and structures as required.

#### **Physical Demands**

For 90 % of their work time it is a physically demanding role requiring the level of fitness and health to cope with delivering outdoor education activities in a range of environments. The role includes lifting equipment, walking whilst carrying a rucksack, using paddle powered boats and walking over rough and uneven ground.

For 10% of their work time, the level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.  
Dual demands on a 90:10 basis

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**Working Environment**

For 90% of time this post works in the outdoors, at all times of year and in a full range of weather conditions. The post requires working on both land and on water, and includes rocky environments including cliffs, and steep ground. The time working out of doors is typically 3 to 5 hours in a working day. They may work with young people who do exhibit challenging behaviour, or require adjustments to due to disability, supporting staff would be present who are 'in loco parentis'.

For 10% of time this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits.

**Emotional Context**

The post holder does not have any formal requirement to deal with subject matter of an emotionally distressing nature or with Service Users subject to emotional distress

**Other**

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

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**Person Specification**

<b>Criteria</b>	<b>Standard</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 qualification or the equivalent in terms of qualification and experience</li> <li>• Current accreditation, NGBs, certification in areas relevant to residential and/or outdoor education provision and management.               <ul style="list-style-type: none"> <li>○ BCU Level 2 Coach or UKCC Level 1 Paddlesport or British Canoeing Coach Award</li> <li>○ MT Rock Climbing Instructor Award</li> <li>○ MT Mountain Leader Award</li> <li>○ Current First Aid (16 hours minimum)</li> <li>○ Full UK driving licence with D1 entitlement (preferably with D1 +E)</li> <li>○ Enhanced DBS clearance.</li> </ul> </li> <li>• The following would also be desirable:               <ul style="list-style-type: none"> <li>○ BCA Local Mine Leader Award Level 1</li> <li>○ A degree level qualification.</li> <li>○ A teaching or youth work qualification.</li> <li>○ Residential experience working with children.</li> <li>○ A higher level adventure activity qualification.</li> </ul> </li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Professional experience of teaching a variety of client groups, within a range of outdoor adventurous activities, preferably in a residential centre.</li> <li>• Experience of leading outdoor education activities off-site and in remote environments</li> <li>• Experience of working as part of a team.</li> <li>• Able to work independently and take the initiative when circumstance demands.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of quality practice in outdoor education provision</li> <li>• Understanding of the benefits of outdoor education</li> <li>• Knowledge of special educational needs and accessible activities.</li> <li>• Knowledge of venues and the local area.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Personal experience of adventure activities and/or the outdoors</li> <li>• Client liaison and customer care skills</li> <li>• Skills in the management of outdoor education activities in off-site venues.</li> <li>• Communication skills both verbal and written.</li> <li>• Organisational and inter-personal ICT skills.</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages.</li> <li>• A commitment to the values of residential outdoor education.</li> <li>• Personal qualities necessary for effective and ethical outdoor leadership. Able to develop good relationships with others by behaving with integrity and treating people with respect</li> <li>• Highly professional approach to colleagues, visiting staff and pupils.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to work independently with clear thinking and vision. Able to self-motivate and self-organise.</li> <li>• The ability to make safe and professional judgements under pressure.</li> <li>• A level of fitness and health necessary to cope with the physically demanding nature of the role.</li> </ul>
<b>Fluency Duty</b>	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>The PH must be proficient:</p> <ul style="list-style-type: none"> <li>• Can understand with ease virtually everything heard or read.</li> <li>• Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.</li> <li>• Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.</li> <li>• Can understand a wide range of demanding, longer clauses, and recognize implicit meaning.</li> <li>• Can express ideas fluently and spontaneously without much obvious searching for expressions.</li> <li>• Can use language flexibly and effectively for social, academic and professional purposes.</li> <li>• Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.</li> </ul>

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

<b>Type of criminal records checks required for this post</b>	<b>Ticked as required</b>
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	✓
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

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<https://www.gov.uk/disclosure-barring-service-check>