

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Casual Outdoor Education & Activity Leader
<b>Grade</b>	Grade 3
<b>Service</b>	Outdoor Education Service
<b>Reports to</b>	Outdoor Educational Lead
<b>Location</b>	Coventry City Council (City Wide)
<b>Job Evaluation Code</b>	R482383178



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To be a member of the Coventry Outdoors staff team delivering a range of outdoor and environmental education activities in a variety of settings working with children, young people, families, schools and groups across Coventry.

To support with planning of and lead on delivery of projects, programmes & sessions throughout the year and specifically working on our Education and Curriculum programmes offered to Coventry schools and working on our Holiday Activity Camps during the holiday periods.

To be responsible for delivering informative, safe, fun and interactive activity sessions ensuring that current best-practice in relation to the welfare and health and safety of children and young people is followed.

As well as leading sessions, you will contribute to the pastoral care of children and young people providing a high standard of physical, emotional and social care offered by Coventry Outdoors.

## Main Duties & Key Accountabilities

### Core Knowledge

- To instruct groups of all ages and abilities in a range of activities including bushcraft, survival, orienteering, river studies, team building and invasion games.
- To assist with the delivery of the holiday activity programmes for children and young people focusing on participation, development and enjoyment, working both alone and alongside other staff.
- Be expected to work professionally within the team and on your own initiative, sometimes without direct supervision.
- To be punctual, ensuring effective personal planning and preparation and to dress and act in a professional manner at all times.
- Take a pastoral role as a group leader, welcoming new children and young people into your group, supervising and engage with children and young people during activities and outside of activity time
- Continuously promote the welfare of children and young people in your care.
- Show high levels of energy, enthusiasm and professionalism, acting as a suitable role model for the children and young people.
- To complete any documentation required relating to group sessions; e.g. individual record cards, assessments and any other relevant documentation.
- Carry out the duties of this post with due regard to relevant Council policies and in line with the Safety Policies and Operating Procedures of the Outdoor Education Service
- Other ad hoc duties (e.g cleaning, equipment maintenance etc).

## Physical Demands

The work requires moderate levels of physical effort. It involves lifting and handling of activity equipment, play equipment and other resources and to be involved in practical activities and physical care of learners and the physical environment.

The activities for some levels is mainly outdoors and this will require at times delivering in unpredictable weather conditions.

You are required to be a role model for the staff and students you work with.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

## Key relationships

<b>External</b> Key Funders Customers	<b>Internal</b> Outdoor Education Parks and Green Spaces
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

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<b>Knowledge</b>	
An understanding of risk management in the outdoors.	
An understanding of the contribution outdoor education can make towards the personal, social and academic development of participants.	
A practical understanding of diversity and inclusion at work.	
Good knowledge of data protection guidelines.	
Good knowledge of child protection and safeguarding issues.	
<b>Skills and Abilities</b>	
The ability to teach groups, often working alongside Coventry Outdoors senior instructors and teachers in a range of outdoor activities.	
Ability to relate well to children, young people and adults within an outdoor setting and to work as part of a small, busy and dedicated team.	
Excellent organisational skills - being able to initiate and lead programmes and provision.	
To have a level of verbal and written communication skills that will facilitate the delivery of activity sessions and safety information.	
To have high levels of energy, enthusiasm and reliability.	
The ability to teach groups, often working alongside Coventry Outdoors senior instructors and teachers in a range of outdoor activities.	
<b>Experience</b>	
Experience of working in a school, youth or outdoor centre setting.	
Experience and/or qualification teaching team tasks, bushcraft, survival, orienteering, river studies or have the willingness to be trained in house.	
Experience of managing large groups of children, young people and adults in a range of circumstances and the ability to deliver safety briefings, activity briefings and provide supervision and support as and when needed.	
<b>Qualifications</b>	
NGB qualifications or recognised equivalent (Minimum NGB Level 2) or qualifications in Youth Work (Level 2 or Level 3).	
Remote Emergency Care First Aid qualification or willingness to undergo training.	
Full UK Driving License	

**Special Requirements**

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
- A willingness to travel to and work in Coventry when required.
- A willingness to work outside normal hours as required by the needs of the service.

<b>Date Created</b>	08.04.2022	<b>Date Reviewed</b>	07/02/2023
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