



Role Profile

Job Title: Modern Apprentice Outdoor Assistant			
Reference No.	I433.01	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Technical 4	Grade FC4	Year 1- 50% of FC4 Year 2- 80% of FC4

Purpose
To support the day-to-day operations of Lochore Meadows Outdoor Education Centre while also contributing to the work of Service Education Outdoor Education Fife as a group leader

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Stores, Equipment, Facilities and Support Providing logistical support such as boat driving, cleaning, repairs and issue of equipment from stores	<p>3 Nat 5's or 3 Standard Grades (at 1-3) or 3 Intermediate 2's, to including English and Maths/Arithmetic or Core Skills at SCQF level 5, to including Literacy and Numeracy.</p> <p>Significant interest and current experience of relevant outdoor activities</p> <p>Has at least 1 relevant NGB award or equivalent experience in Paddlesports (e.g. UKCC L1 Coach) or Mountain Biking (e.g. Trail Cycle Leader)</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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	Experience carrying out a variety of repair and maintenance work including bike and boat repairs (Take ownership – See ‘How We Work Matters’ Framework)		✓
Water Safety and Equipment Hire Providing public water safety cover and rescuing people using the loch and facilities.	Experience of working with a wide cross section of people (voluntary or paid) First Aid Award Experience of following complex instructions (Deliver results) Experience to swim 50m in watersports clothing Experience of working with the public in the leisure industry, particularly in areas where safety is a priority RYA Powerboat Level 2 Experience/training in manual handling	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Work with a variety of Client Groups Working with children’s and adult groups including leading groups in sole charge according to skills, experience and training.	Ability to provide a regular and effective service Literate skills (Embrace technology and information) Numeracy skills Experience of working under pressure Initiative taking skills	✓ ✓ ✓ ✓	✓ ✓

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	Communication skills (Work together) Has other activity experience, e.g. sailing, walking, climbing, archery Work experience demonstrating these abilities	✓ ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).

E = Essential Criteria D = Desirable Criteria

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PVG Children PVG Protected Adults PVG Both

None Basic Disclosure Standard Disclosure Enhanced Disclosure

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Take Ownership

- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Result