

Role Profile

Senior Outdoor Education Instructor (Operations)				Purpose			
Reference No.	A115	Type	Individual	<p>To assist the Outdoor Learning Manager to lead on the effective integration, management and delivery of Outdoor Learning within Fife. Working in partnership with key national and local partners to help increase Outdoor Learning Opportunities for schools, community groups, members of the public and visitors to Fife through the recruitment, retention and development of staff and volunteers.</p> <p>To supervise the day to day operations of Lochore Meadows Outdoor Education Centre while contributing to the work of Outdoor Education Fife as a facilitator, project leader, instructor and member of service development teams.</p>			
Service	Communities and Neighbourhoods						
Job Family	Professional 2	Grade	FC8				
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
Supporting the Outdoor Learning Manager (OLM) to develop the team's annual action plan by working in partnership with colleagues.				Educated to SCQF level 9 which includes a Degree or equivalent.		✓	
				Membership of a relevant professional organisation.			✓
				Experience of working as a team formulating strategic plans, delivering and achieving results.		✓	

Role Profile

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
	Knowledge and understanding of policies and frameworks set out nationally, regionally and locally.		✓
Contribute to the safe operations of Outdoor Education Fife by complying with the Safety Management Policy in place including all risk assessments and Operational Procedures.	Ability to work within agreed guidelines and structures and under own initiative as and when required.	✓	
Instruct and facilitate within Lochore Meadows Country Park, in school and community settings, off-site locations in Scotland and at other remote destinations within the UK and Europe.	Ability to provide a regular and effective service	✓	
In contact time, ensure the well-being and safety of client groups while using the Centre buildings and facilities, being transported in vehicles, in off-site locations and during overnight stays.			
Prepare, facilitate and deliver qualified instruction in a wide range of outdoor educational activities to a wide range of client groups including primary and secondary school pupils, “youths at risk” youth groups, additional support needs, older adults etc	Relevant experience in the field of Outdoor Learning and Adventurous Activity.	✓	
Provide instruction on negotiated programmes of outdoor activities from basic levels up to technical instructor level, as appropriate, to meet individual and group requirements, expectations and outcomes based on agreed specifications.			
Undertake risk assessments of weather, location, terrain, client group to ensure client safety and well-being. Make decisions on whether to make changes to the programmed activities or schedule to meet changing circumstances.			
Maintain a working knowledge of existing and new legislation relevant to educational activity in the outdoors.	Ability to identify good practice		✓
Contribute to the efficient administration of the Outdoor Education Centre including covering reception and office duties when required.			

Role Profile

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
Take responsibility for ensuring the safe and appropriate use of all vehicles, trailers and attached equipment.			
Act as an ambassador for Outdoor Learning in Fife by providing advice on and facilitating access to the range of activities and programmes provided by Outdoor Education Fife.	Ability to influence Negotiation skills Project management experience	✓ ✓ ✓	
Contribute to public water safety during periods of hire and launches by ensuring Loch User Guidelines are followed. This includes covering more general water safety duties when required.			
Undertake other projects associated with the work of Outdoor Education Fife particularly where they relate to developing partnerships within communities in Fife.	Ability to prioritise tasks/meet deadlines and work on own initiative (Take ownership)	✓	
In an area of specialism contribute to and lead the induction and development of training programmes for colleagues/seasonal staff and trainee/volunteer instructors.	Motivational skills Ability to motivate other	✓ ✓	
In area of specialism and where recognised by a National Governing Body as an approved trainer, prepare and deliver the appropriate training, instruction and assessment for colleagues and clients wishing to lead others in the outdoors.			
Display a commitment to personal development in Outdoor Education and in conjunction with senior staff, plan and implement a structured and on-going programme of self-improvement.			
Recognise the distinct training needs of the Outdoor Education team and participate fully in planned development sessions, days or courses.			
Contribute to the Active Fife Programme promoting and delivering Fife's Outdoor Learning provision as part of the Sport and Physical Activity Strategy.	Ability to clearly demonstrate knowledge and understanding of the aims of Active Fife.	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	Motivation skills which inspires a strong commitment to working towards the aims of Outdoor Education Fife	✓	
Be responsible for the deployment, induction, duties, work plans, time and statistics recording of permanent instructional staff, permanent and seasonal Outdoor Education Assistants, casual instructors, free-lance instructors and volunteers.	Ability to assist in leading, managing and developing a team Ability to value and promote equality and diversity within Outdoor Education Fife and partners. Results orientated	✓ ✓ ✓	
Oversee the planning, design and delivery of the Public Activity Programme. Along with other senior staff contribute to the planning and delivery of the Group Programme.			
Coordinate and lead the morning team briefings. Allocate deputy to lead the team briefing in the event of absence.	Communication skills		✓
Be responsible for developing the Centre's booking system in line with strategy, policy and priorities.			
Communicate and liaise closely with the organisations administration officer and assistants to ensure efficiency in the chain of enquiry / booking / joining and payment.	Experience in promoting the role of Outdoor Learning activity as a contributor to community planning (Focus on customer)		✓
Be responsible for programming the day to day work of permanent instructional staff, permanent and seasonal Outdoor Education Assistants, casual instructors, free-lance instructors, volunteers and those on work placements. Allow flexibility for permanent staff to develop their own programmes where appropriate.	Proven project and budget management experience	✓	
Liaise with group leaders to prepare outline designs of activity programmes.	Experience in successful partnership working (Work together)		✓
In accordance with the relevant regulations on PPE, be responsible for the ordering, marking, storage, maintenance, issue system and documentation of all technical and First Aid equipment held.			
Take responsibility for the Centre's minibuses, vehicles, trailers, launch trolleys, Safety Boats and associated equipment ensuring records of use, maintenance and regular servicing.			

E = Essential Criteria D = Desirable Criteria

Role Profile

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
Be responsible for the operation of the seasonal Water Safety team including induction and training, construction of work rotas and day-to-day management of the team.	Interpersonal skills	✓	
Monitor, check and endorse all the time sheets submitted by seasonal and casual staff.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>