



# Role Profile

OUTDOOR EDUCATION ASSISTANT			
Reference No.	I433.01	Type	Individual
Service	Education		
Job Family	Technical 4	Grade	FC4

Purpose
To support the day-to-day operations of Lochore Meadows Outdoor Education Centre while also contributing to the work of 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>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>Experience carrying out a variety of repair and maintenance work including bike and boat repairs (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Bike Mechanic qualification</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Water Safety and Equipment Hire</p> <p>Providing public water safety cover and rescuing people using the loch and facilities.</p>	<p>Experience of working with a wide cross section of people (voluntary or paid)</p> <p>First Aid Award (2 day)</p> <p>Experience of following complex instructions (Deliver results)</p> <p>Experience to swim 50m in watersports clothing</p> <p>Experience of working with the public in the leisure industry, particularly in areas where safety is a priority</p> <p>RYA Powerboat Level 2</p> <p>Experience/training in manual handling</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Work with a variety of Client Groups</p> <p>Working with children's and adult groups including leading groups in sole charge according to skills, experience and training.</p>	<p>Ability to provide a regular and effective service</p> <p>Literate skills (Embrace technology and information)</p> <p>Numeracy skills</p> <p>Experience of working under pressure</p> <p>Experience of dealing with confrontation (Focus on customers)</p> <p>Initiative taking skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

E = Essential Criteria   D = Desirable Criteria

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		Communication skills (Work together)	✓	
		Has other activity awards or equivalent 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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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).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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### **Additional Information** – the following information is available:

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

### **Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results