

## **MOTIV8**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Outdoors Trainee Instructor
<b>RESPONSIBLE TO:</b>	Outdoors Manager
<b>RESPONSIBLE FOR:</b>	Duties as detailed below
<b>PURPOSE OF THE JOB:</b>	To coordinate the planning, delivery and development of the following Outdoor s services: Duke of Edinburgh Award Schemes Five-a-side football competition To engage, motivate, challenge and support all young people who may be interested in outdoor and physical challenges to participate and gain personal achievements within group and one to one settings.

### **SERVICE DELIVERY**

#### **SPECIFIC DUTIES**

- 1.1 To lead the planning, delivery and development of Duke of Edinburgh Award services delivered by Motiv8
- 1.2 Ensure that all Duke of Edinburgh administration is completed in accordance with the standards set by the Duke of Edinburgh Award Scheme.
- 1.3 To ensure all clients involved in any Outdoor provision including Duke of Edinburgh receive personal action plans.
- 1.4 To be responsible for keeping accurate records of young people attending projects and keeping notes for inclusion in the young person's personal files.
- 1.5 To lead the planning, delivery and development of the Inner City Estates (ICE) Five-a-side football competition.
- 1.6 To supervise the work and development of Sessional Workers assisting the delivery of the above projects.
- 1.7 To have an interest and experience of climbing, abseiling, sailing, canoeing, kayaking, team building exercises, high and low rope work and any other activities with in Motiv8's provision.
- 1.8 To assist on delivery of outdoor education and on other MOTIV8 projects as required by the OEP Manager.

- 1.9 Utilise relevant Outdoor Education qualifications for the progression and development of Motiv8's Outdoor Education Project.
- 1.10 To maintain a high level of qualification, knowledge and experience in Outdoor activities by recording coaching and teaching hours for all National Governing bodies.
- 1.11 To maintain a high level of knowledge and experience in Outdoor activities through personal training and the revalidation of qualifications.
- 1.12 To support young people as directed by the ODE Manager in any class room based environment.
- 1.13 To assist on school holiday Outdoor schemes as required this will include residential trips away.
- 1.14 To work on specific specialist one to one programmes as directed by the OEP Manager.
- 1.15 Be responsible for personal and professional development.
- 1.16 Assisting with the training of other staff and volunteers with in Motiv8.
- 1.17 Supervises and mentors supporting staff which support outdoor programmes.
- 1.18 Actively contributes to the staff team by communicating ideas and concerns openly.
- 1.19 Assists the facilitation of staff meetings in preparation for program delivery and addresses staff needs.

## **2.0 ADMINISTRATION**

- 2.1 Write and send letters as directed by the OEP Manager
- 2.2 Take incoming calls and messages, entering them in the appropriate channels
- 2.3 Ensure that all consent forms are filled in correctly for each young person
- 2.4 Call parents/young people to inform them of any changes to plans
- 2.5 Update young persons contact sheets
- 2.6 To undertake any other duties reasonably required by the OEP Manager

## **3.0 EQUAL OPPORTUNITIES**

- 3.1 MOTIV8 is fully committed to the active promotion of equal opportunities as an employer and in the provision of all services. It is the responsibility of every member of staff to ensure the practical applications of the policy.

#### **4.0 HEALTH AND SAFETY**

- 4.1 Under the Health and Safety Work Act, all employers are required to take care of their own health and other employees in complying with their statutory duties.

#### **5.0 GENERAL**

- 5.1 Carry out any additional administration work as necessary
- 5.2 Work within the policies and procedures of MOTIV8
- 5.3 Contribute to the general administration of the office
- 5.4 Take responsibility for health and safety of yourself and others
- 5.5 Carry out duties as reasonably required
- 5.6 To work flexibly with occasional work outside contracted hours
- 5.7 Ensure equal opportunities are followed at all times within MOTIV8
- 5.8 Maintain confidentiality at all times in line with MOTIV8 Policy and Procedures
- 5.9 Attend meetings and training as required
- 5.10 Maintain monitoring and recording systems as necessary
- 5.11 Support professional standards at all times
- 5.12 Be responsible for your personal and professional development
- 5.13 Actively pursue routes available for the continuous improvement of MOTIV8s service standards.

**MOTIV8**

**PERSON SPECIFICATION**

**JOB TITLE: MOTIV8 TRAINEE INSTRUCTOR**

**RESPONSIBLE TO: MOTIV8 OUTDOORS MANAGER**

<b>Skills</b>	<b>Essential/ Desirable</b>
Ability to lead others	<b>D</b>
Experience of the Duke of Edinburgh's award	<b>E</b>
Ability to set direction and goals	<b>E</b>
Active interest in outdoor activities	<b>E</b>
Some outdoor activities qualifications and skills	<b>D</b>
Interest in training and obtaining qualifications in field of outdoor education	<b>E</b>
Ability to apply organisational goals to own work area of work	<b>E</b>
Ability to develop positive relationships with young people	<b>E</b>
Ability to lead large and small groups of young people	<b>D</b>
Ability to work within a team	<b>E</b>
Ability to be non judgmental of young people	<b>E</b>
Ability to supervise and coach staff	<b>D</b>
Ability to plan and organize own workload	<b>E</b>
Good written and verbal communication skills	<b>E</b>
Good interpersonal skills across a wide range of people	<b>E</b>
Numerate	<b>E</b>
Basic IT skills	<b>E</b>
Ability to motivate young people	<b>E</b>
Ability to act as a positive role model	<b>E</b>
Ability to adapt to a number of challenging environments	<b>D</b>
Ability to implement organizational policies and procedures	<b>E</b>
<b>Knowledge and Experience</b>	
Understanding of the Duke of Edinburgh's award scheme	<b>E</b>
Experience of participating in outdoor education activities	<b>E</b>
To have/hold relevant experience or qualifications. Examples may include Climbing qualifications, High Ropes qualifications, RYA Power Boat handling Level 2, British Canoe Union Trainee Level 2 Coach certificate.	<b>D</b>
To hold a valid D1E (Minibus license) and Midas	<b>D</b>
Understanding of group dynamics	<b>E</b>
Knowledge of outdoor education	<b>E</b>
Understanding of challenging behaviour of young people	<b>E</b>
Knowledge and understanding of young people's risk factors	<b>E</b>
Knowledge and experience of implementing organisational goals	<b>E</b>