Activities Instructor
Job Description & Personal Specification

Overview

Centre:	Whitemoor Lakes
Position:	Activities
Reporting to:	Chief Instructor
Hours:	37.5 Hours (Any 5 days out of 7, including evening and weekends)
Role Type:	Fixed Term contract.
Overall Purpose:	To ensure delivery of activities and facilitate learning experiences in line with the Organisation's guidelines for the development of guests who are members of groups served by the Centre.

Job Description

- To instruct activity sessions and facilitated learning experiences for residential and day visitor groups as qualifications and internal staff training allow.

To assist the Senior and Lead Instructors with all the following:

- To ensure that all operational procedures are carried out to the required safety standards, and that all equipment is installed and maintained to Health and Safety legislation standards.
- To liaise with group leader(s) at the start of each session to ensure that there is a mutual understanding concerning the activities about to take place.
- Ensuring that the Instructors' Code of Practice and handbook is adhered to at all times.
- To establish via the Senior Instructor or the group leaders(s) whether there are any particular needs of the guests, e.g. learning difficulties, physical/emotional problems, and to ensure that any are handled sensitively during the activities.
- To ensure that the activity team is fully aware of the day's activity programme and any other relevant information that may be required.
- When not on activities, it is a team effort to be usefully occupied with training, session maintenance, equipment checks, development or other scheduled tasks.
- When requested, to assist with either the maintenance or domestic teams when extra help is required – and to assist in any other aspect that may arise to ensure the smooth running of the Centre.

This job description dates from October 2026 and may be subject to review at any time as deemed necessary.

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Personal Specification

Attributes	Essential	Desirable
Skills	• Understands operating procedures and risk assessments. • Be able to keep neat accurate records. • Ability to give clear and concise instructions • Ability to deal with challenging behaviour • High level of competence in leading activity sessions	• I.T Skills • Experience of general maintenance work
Experience	• At least 1 season's experience of working within the outdoor industry • Leading various activity sessions with a variety of groups • Talking and liaising with group leaders	• Experience of being responsible for other areas of an activity Centre
Education/ Qualifications	• The successful applicant will need to hold at least one UK NGB in paddle sports, climbing or sailing (Paddle UK Instructor/leader/coach, CWI, RCI, ERCA or RYA DI or above)	• Any additional NGB's relating to Activity Centre work. • Hold a D1 endorsement on a clean Driving License
Job Specific	• Uphold the foundations and act with integrity and in accordance with the organisation's values. • A flexible approach to working hours, ability to work long days for sustained periods during high season.	
Interpersonal	• A committed team player • Excellent communication skills	