

## Individual Role – Unique Characteristics



**This document is to be used in conjunction with the general role profile**

<b>Directorate</b>	Resources and Transformation
<b>Unit</b>	Cumbria Outdoors
<b>Job title</b>	Casual Outdoor Education Leader
<b>Role Profile Level</b>	PCD 7

### Purpose

To deliver experiential learning opportunities to Cumbria Outdoors clients through a range of outdoor, adventurous and educational activities in line with identified quality standards.

### Key responsibilities

1. To deliver an agreed programme of activities within a structure of scheduled sessions, that meet identified standards and customer aims and objectives, appropriate to the participants' age, ability, experience, legislation, customer expectation, and purpose.
2. To identify and assess the risks and take all necessary measures to meet Health & Safety and legislative requirements.
3. To develop sound relationships with both group members and leaders, maximising all opportunities for the promotion of social and personal development.
4. To contribute to the development of strong partnerships, which enhance the standard of service provision and increase positive public awareness and encourage a greater use of the service.
5. Through good time management, take responsibility for the issue, use, return & maintenance of all Cumbria Outdoors resources & technical equipment to agreed standards.
6. To ensure that all breakages, damage, or misuse of property, assets, resources or equipment are reported to the appropriate person/team to enable timely maintenance, repair or replacement.
7. To actively undertake continuous market research, through interaction with existing and potential customers, in order to respond to changing customer needs and report the results of this research appropriately.
8. To advise management on matters, identified in the field, relating to health and safety, quality assurance and public relations.

9. To assist in the planning and production of new products and services in response to identified customer needs.
10. To assist in the planned maintenance and development of all Cumbria Outdoors assets & resources
11. To regularly communicate with other members of staff or staff teams regarding customer requirements and pro-actively seek information where it may not be provided.
12. To undertake any other duties commensurate to the post that may be agreed from time to time.

## Staff Management Responsibilities

N/A

## Resources Responsible for

- To undertake the issue and return of all PPE and all other stored items required by either residential or visiting groups and maintain the stores in line with the current service quality standards.
- Buildings and assets - locking up and security all sites.
- Outdoor equipment, canoe and sailing fleets including rescue boats and associated security
- Vehicles

## Work Working Circumstances

### A. Emotional Demands

- Dealing with clients with, behaviour, disability or medical and special needs
- Dealing with accidents or incidents

### B. Physical Demands

#### Examples:

- Lifting moving outdoor equipment boats, kayaks, Canoes,
- Lifting persons when supporting on activity e.g. rescue from overturned canoe
- Carrying rucksacks/heavy loads on mountain days
- Rope handling
- Pulling and pushing boats, trailers wheeled trolleys

## **C. Working Conditions**

- A variety of outdoor adventurous activity environments including restricted or confined spaces underground (caving), or mountain based including seasonal and adverse weather conditions, can include – total immersion in water at all times of the year or prolonged periods outdoors exposed to the prevailing weather conditions

## **Person Specification**

### **Qualifications:**

#### **Essential**

- A range National Governing Body Outdoor Activity qualifications in at least 3 activities
- GCSE'S in English & Maths
- Current driving licence (with D1 entitlement) or PCV

#### **Desirable**

- MLTB Summer Mountain Leader Award
- BCU/UKCC Level 2 Coach
- MLTB Single Pitch Award
- RYA Level 2 Power Boat
- RYA Instructor Dinghy
- LMCLA Level 1 Cave Leader

### **Complimentary training and or Qualifications**

- Development Training Qualification
- Behaviour Management Training
- Teaching/Youth Work Qualification

### **Knowledge:**

#### **Essential**

- An understanding of the principals of experiential learning
- An understanding of the process of personal & social development through outdoor experience
- Health & safety awareness

#### **Desirable**

- Awareness of current environmental issues

## **Relevant Experience:**

### **Essential**

- Experience in Residential Outdoor Centres

### **Desirable**

- Experienced in development training/teaching or youth work

## **Skills:**

### **Essential**

- Effective professional leadership
- Good time management skills
- Ability to maintain consistent standards of group & individual behaviour & discipline
- Equipment/site maintenance skills
- Self disciplined, punctual & reliable
- Ability to cope with pressure and to judge when/ if and who should make decisions
- Flexible with good problem solving skills and ability to remain calm under pressure
- Ability to relate to groups and individuals from a wide range of backgrounds/experience/age-range
- Ability to cope positively with continual change
- Enthusiastic with the ability to generate this quality in others
- Ability to work as part of a team
- Have an attitude of getting it right first time, every time.

### **Desirable**

- Ability to produce new resources to a high standards of specification
- Sensitive to needs of others and the environment
- Ability to monitor the quality of own work