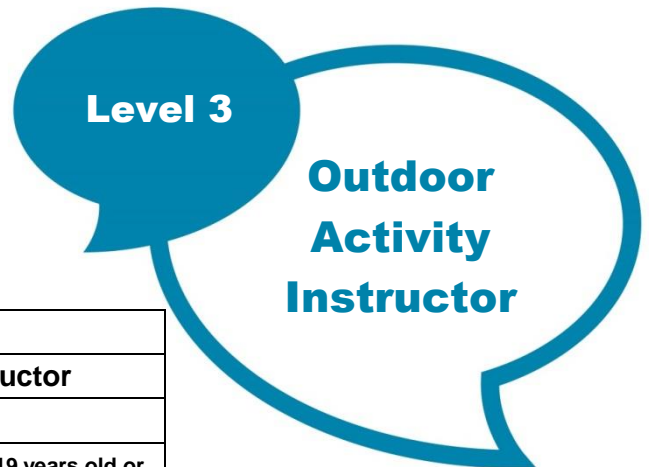


Apprenticeship Description



Date	14/01/2020
Apprenticeship Title	Outdoor Activity Instructor
Training Provider	To be confirmed
Weekly Wage	£153.55 per week (if 19 years old or over, after 12 months your salary will increase to minimum wage for your age)
Working Week	Generally, Monday – Friday, 9am – 5pm
Expected Duration	12 months

Vacancy description

As an Outdoor Activity Instructor apprentice within Cumbria County Council you will receive:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

Key job specific activities

You will learn and develop the necessary skills and experience to assist in the delivery of safe, high quality outdoor education and training courses for children, young people and adults and will work towards an Outdoor Activity Instructor qualification and appropriate technical certificates.

Whilst the day-to-day tasks will be determined by the specific team that you are assigned to, examples of general duties of an Outdoor Activity Instructor apprentice could include assisting colleagues and undertaking the following duties:

- Assist tutors in the planning, delivery and evaluation of courses.
- Assist groups on outdoor activities as directed by group leader, including: briefing groups, monitoring groups for obvious problems, 'spotting' group members, encouraging group members and helping to keep groups together.
- Develop skills in all the above areas and assume responsibility for group supervision and activity leadership commensurate with competence and experience.
- Assist groups preparing for activities and on return from activities.
- Assist with evening activities when necessary.
- Assist with routine tasks around the centre.
- Assist in ensuring that a safe environment exists for all visitors to the Centre.
- Assist caretaker/housekeeper/manager when necessary, on occasional basis.
- Carry out IT tasks, such as downloading photos.
- Contribute to the organisation's welcoming and supportive ethos, working flexibly as and when necessary to support colleagues.

Essential Criteria

Please note that your application will be assessed against the Qualifications, Skills and Personal Qualities and Behaviours listed below. In your application form you must therefore clearly demonstrate:

1. that you meet all qualification requirements, and
2. that you have or would develop, the skills, personal qualities and behaviours required of the role and provide examples where possible

Key Information

Qualifications required:	5 x GCSE at Grade C / 4 or above (or equivalent) including English and Maths
Desired Skills	<p>We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:</p> <ul style="list-style-type: none"> • Excellent communication skills • Excellent organisation and planning skills • Excellent listening and observation skills • Excellent customer services skills • Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook) • Excellent time management skills
Personal Qualities and Behaviours	<p>All County Council employees must adhere to the Council Behaviours which are:</p> <ul style="list-style-type: none"> • Communicate in a clear and constructive way • Act with honesty and respect for others • Demonstrate a positive flexible attitude • Take responsibility for our actions • Be committed to one team

Training provided

- Outdoor Activity Instructor Level 3 Apprenticeship

Cumbria County Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council. These training providers will undertake the initial aptitude assessments; support with the recruitment process; deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment.

Disclosure and Barring Service – DBS Checks

- This post requires an Enhanced DBS check.

Other Factors

- You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work.
- Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumbria County Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within the County Council or with other employers.