

## JOB OUTLINE

<b>Post title</b>	Outdoor Learning Education Instructor Assistant
<b>Division / Section</b>	Community Education
<b>Department</b>	Children and Families
<b>Responsible To</b>	S/CEW or their nominee
<b>Number of post holders</b>	
<b>Acting up / Secondment</b>	

### Purpose of Job

To work with a variety of participants developing and implementing a quality programme of Outdoor Education.

### Major Tasks/Job Activities

To work as part of a team.

To assist in the delivery of appropriate Outdoor Education Programmes.

To assist Outdoor Education Instructor in supporting people to participate in all aspects of the provision including planning, development, decision making processes and evaluation.

To assist Outdoor Education Instructor in providing a safe, secure and stimulating environment for staff and participants.

To assist Outdoor Education Instructor in motivating and enthusing participants.

To assist Outdoor Education Instructor in the identification of local Outdoor Education needs.

To undertake appropriate duties as requested by Senior Outdoor Education Instructor/Outdoor Education Instructor.

Complete competencies and core training within agreed timescale under supervision of Senior Outdoor Education Instructor/Community Education Worker (Outdoor Education or line manager).

Contribute to monitoring and evaluation process.

Undertake induction and other training as deemed necessary by the Education Department.

Implementation of council policies and best practise.

Assisting with risk assessment (H & S)

Recording sessions/register/administration.

### **Supervision and Management of People (Numbers and type of staff)**

None.

### **Creativity and Innovation**

As part of a team, the post holder will devise, develop and implement programmes of activities, evaluations, imaginative and innovative responses to various outdoor education initiatives, Collaboration with other agencies. They will be responsible for developing innovative methods of engaging participants in a range of activities.

### **Contacts and Relationships**

The range of contacts will include:

- Outdoor education instructors.
- Senior Outdoor Education Instructor.
- Community Education Worker.
- Service Support officers.
- Centre Staff.
- Staff.
- Volunteers.
- Children and Young People.
- Clerical and admin staff.
- Partner agencies or their representatives.

### **Decisions (Discretion)**

In this section, express the need to make choices, the accountability for the outcome, the constraints imposed and the availability of procedures, advice and guidance. Differentiate between decisions and recommendations. Give examples of what decisions are taken and how frequently. Include referring problems, solving problems, taking action, allocating work plus decisions on budgets, staffing and changing policy / procedures.

### **Decisions (Consequences)**

Assisting as part of a team, the range of decisions may include those related to the following:

- Programme content and associated tasks.
- Monitoring and evaluation.

- Administration.

### **Knowledge and Skills**

No formal qualifications are required. However workers must be able to complete basic training associated with the post. Should have knowledge of Outdoor Education activities. The post holder must have personal competence in the activity with which they are assisting.

### **Supervision Received**

The trainee will work as part of a team under the guidance and direction of the Senior Outdoor Education Instructor, the Outdoor Education Instructor, The community Education Worker or, where appropriate, another line manager.

### **Complexity**

The post will involve working with children, young people and adults in partnership with a range of other agencies, implementing council policy and best practice, monitoring and evaluating Outdoor Education programmes, programme planning, development and delivery.

Much of the work requires skills to engage well with a broad range of participants from a variety of backgrounds.

This work reflects the Community Education group priorities and is underpinned by Social Inclusion Active Citizenship and Life Long Learning themes.