

Job Description



Job Title: Sailing Lead Instructor

Responsible to: Chief Activities Officer

Job Purpose: To assist the Chief Activities Officer in the training and supervision of instructors, with a specific focus on sailing at CACT. Take the lead, with assistance from the Chief Activities Officer, to develop and expand the sailing opportunities CACT can offer clients.

Lead the daily staff briefings in rotation. Be available for 'duty cover' to include some evening and weekends. Be an active role model in upholding CACT's standards.

Responsibilities

- Support the Chief Activities Officer in monitoring performance and signing off instructors via ongoing activity supervision activity.
- Develop activities and resources to further the sailing opportunities available for CACT clients.
- With support, review and amend risk assessments, policies and procedures to ensure CACT is up to date to changes from the RYA Recognised Guidance Notes, Training Notices and training conferences.
- To oversee both residential and day visit groups to ensure instructors are delivering quality activities consistent to CACT policies and procedures.
- To keep the Chief Activities Officer informed of daily operations, equipment status and instructors.
- To instruct on a wide variety of groups with a range of different outcomes.
- To be shadowed on sessions by new and existing staff as part of the sign off process and individual continued professional development.
- Act as "Duty Cover" for the Centre during some weekends, ensuring all aspects of the Trust's operations are operational.
- Complete equipment checks, focusing on sailing equipment and coordinate instructors to complete checks and other maintenance tasks.
- Be a point of contact for First Aid incidents within their ability and assist Chief Instructor/Chief Operations officer with bigger incidents inline with the EAP.
- Co-ordinate summer camps in conjunction with other Lead Instructors

- Assist in the completion of daily operational administration such as compiling group paperwork, creating daily plans and have an active role in checking programmes for errors and suitability.
- To carry out any other duties as requested by the Senior Management Team.

Person Specification Senior Activities Instructor

Applicants must hold a range of NGB qualifications and subsequent experience to include at least 2 season's experience at an activity centre.

Role Specification	Essential	Desirable
Must hold RYA Senior Instructor with 2 seasons of tidal experience with at least one endorsements from keelboat, advanced, racing.	/	
Experience in land-based activities to include Low Ropes, Orienteering, Problem-solving, Team building and Initiative Exercises.	/	
Understanding of the RYA centre recognition requirements such as RGNs and be willing to undertake the role if RTA Chief Instructor for disciplines suitably qualified for.	/	
Ability to work as part of a team and on your own initiative.	/	
Willing to develop their own capabilities and qualifications.	/	
A high level of interpersonal skills and team values.	/	
Good communicator.	/	
Good organisational skills.	/	
First Aid qualified.	/	
To work within centre policies and procedures	/	
To be able to reflect the mission and values of the Trust and maintain it's standards.	/	
Completion of a The Disclosure and Barring Service (DBS) process.	/	
Experience with basic boat repairs, including re rigging, fibre glass and gel coat.		/
Other water sports instructor qualifications such as British Canoeing, RYA Powerboat Instructor.		/
Qualifications and experience in Archery GB, Climbing (CWA) or Mountain Biking (BSCA) or equivalent		/
Understanding of the Health and Safety issues required in a busy Outdoor Education and Adventure Residential Centre.		/
Good IT skills and ability to learn our CRM and rota system.		/
Driving licence, with an ability to drive small minibus'		/

