

Outdoor Learning Assistant – Grade 3

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Kirklees Council has a number of centres across the authority that form part of our Outdoor Learning offer. Where we provide a residential, adventurous activities, environment studies, alongside outdoor learning courses and adult team building sessions. Kirklees Council operates under AALA licence across all its venues. You will work as part of a team to develop, support, contribute to and deliver a programme of outdoor learning activities that are appropriate for a range of groups enabling all participants to overcome barriers and achieve their full potential.

This role is based within [Economy and Infrastructure](#). Find out more about [working for Kirklees](#).

The Job

Contribute to the outdoor learning programme for a wide range of participants visiting our Centres.

To support groups in team building, orienteering, bushcraft and other activities/sessions as directed.

To lead on ensuring our store of outdoor equipment is all in order and checked prior to distribution and or collection.

Ensure that the group has appropriate resources for the activity and that this equipment is fit for purpose.

Identify and implement improvements to enhance programme delivery, this could include resources, equipment, grounds maintenance etc.

Provide excellent levels of customer service and positively promote the centre and its benefits

Develop, create, plan and support activities and events throughout the year including school holidays

Ensure that all necessary paperwork has been received including the programme, dietary needs, and emergency contact information.

Working hours would be 22 hours per week on average over annualised hours. Core delivery would be 37 hours per week between March and October with 16 hours per week beyond that on average. We would ask that annual leave is taken around bookings. Overtime may be available.

Job Checklist

- Embrace and engage with the Kirklees Council values and behaviours.
- Support the learning by delivering quality outdoor educational learning activities and experiences
- Liaise with participants, staff, volunteers and the community to promote what the venues have to offer.
- Centres have a high turnover of participants and it is important that all facilities and in good clean working order.
- Monitor and support groups at meal times, including breakfast, lunch and evening meals
- Issue personal and group kit when required to participants. This is then collected and cleaned on return at the end of the activity or programme.
- Ensure the group are ready for departure, evaluate feedback, follow up and improve where necessary
- Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. You will be enthusiastic and have a passion for the outdoors and an awareness of the benefits outdoor learning brings to children and young people.

As an excellent team player you will work co-operatively, communicate and consult with appropriate colleagues within the centre's as well as visiting schools, customers and the wider community in order to maintain effective and positive working relationships.

Your flexibility will ensure you are able to meet service needs with varied working arrangements; this will involve longer days supporting at breakfast, lunch and evening meals times and some occasional weekend work.

Motivated, conscientious and enthusiastic; you will deliver to the required standards of the service and be compliant with legislative requirements, health & Safety and follow all risk assessments and council policies.

Having excellent customer service skills you will seek customer feedback to improve service delivery and assist effectively with complaints.

Highly organised; you will have the ability to work on your own or as part of a team. Having a positive approach you will be receptive to and make changes in working practice and do your best to ensure that all groups have a positive experience at our centre's.

Responds positively to change, open to new ways of working and seeks opportunities for personal development.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 1. Please read our [Behaviours and Expectations](#).

Person Checklist

- The desire to support a range of groups, of all, ages and abilities.
- Support and assist groups, in a series of outdoor learning activities.
- Ability to ensure that the centre is clean and maintained in preparation for visiting groups.
- Flexible in working arrangements and hours to meet the needs of customers and the service
- A team player who contributes to the teams goals.
- Ability to work on own or as part of a team.
- Ability to communicate effectively and positively with a range of people to quickly establish and build positive working relationships ensuring visiting staff feel confident in the programme and routines.
- A positive role model for visiting groups.
- To undertake professional development as an outdoor learning specialist. Have a passion and interest in outdoor learning and are actively engaged within this sector, eg member of Canoe Club, Climbing Club or similar long term personal experience.
- First aid trained or willing to undertake necessary training
- Understanding of GDPR and confidentiality
- An awareness and understanding of safeguarding and your role within that
- Accepts that a DBS check will be required

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.