

# Apprentice Job Profile



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| <b>Apprenticeship Job title</b>     | Outdoor Activity Instructor Apprenticeship  |
| <b>Service/School</b>               | Environment Change  |
| <b>Location</b>                     | Cliffe House Outdoor Study and Conference Centre  |
| <b>Salary</b>                       | National minimum wage, currently £8.20 in first 12 months. The National living wage thereafter currently £8.72  |
| <b>Working week &amp; Hours</b>     | 37 hours  |
| <b>Contract type &amp; Duration</b> | Fixed-term Apprenticeship   |
| <b>Reporting to</b>                 | <i>Matt Womersley (Outdoor Learning Co-ordinator)</i>   |
| <b>Vacancy reference (AP No.)</b>   |   |
| <b>Eligibility to apply</b>         | <p><b>Please note you are only eligible to apply for this role if:</b></p> <ul style="list-style-type: none"> <li>You have been resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required)</li> <li>You are not in full time compulsory education</li> <li>You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course</li> </ul> |

## Apprenticeships with Council/School

Cliffe House is a 60 bed Outdoor Residential centre providing school and youth organisation trips to over 6000 children per year. We have a growing day visit and holiday programme, for which the post holder will become an integral part of the delivery team based at Cliffe House. The house is currently undergoing major refurbishment and is due to re-open early 2021.

## The role

You will work as an Apprentice Outdoor Activity Instructor. You will be required to complete a 15 to 18 month training programme that will cover all aspects of the role and will be delivered through attendance at college or other distance learning methods delivered by Locomotivation. You will complete a Level 3 Outdoor Instructor Apprenticeship. You will have the opportunity to complete training and/or assessments in National Governing Body Awards. Examples of which could include Climbing Wall Instructor (CWI) or Paddlesport Leader.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

The Outdoor Activity Instructor Apprenticeship will form the basis of our team delivery. You will be expected to deliver activity session (with training) to a number of visiting school and youth groups. The number of residential school trips and day visits that attend Cliffe House has increased over the last few years and has meant that our instructor team has been stretched to capacity. This additional work has led to the development and recruitment of this apprenticeship position.

The apprenticeship provides an excellent stepping stone to gain access into the outdoor sector as a place of work. You will undertake an induction period that will involve specific on-site activity training and assessment along with more council wide training such as manual handling and fire safety. On the whole most sessions are based within our 11 acre site however we do run activities off-site which will offer potential for further development in activities such as canoeing or rock climbing. The training period will allow for National Governing Body Award training to be carried out and potentially assessment to the right candidate. This could include Climbing Wall Instructor or Paddlesport Leader.

Our primary work runs from Monday to Friday and on occasions may include programmed weekend work. There are also times when schools or groups request evening sessions and these will be staffed accordingly. We work on an annualised hour basis and therefore take time back in the quiet months.

#### Responsibilities:

- To deliver high quality outdoor learning to a range of groups, ensuring they are enjoyable for all participants
- To ensure all health and safety, risk assessment and operating procedures are followed accordingly.
- To ensure all aspects of the apprenticeship programme are carried out; course work, sessional work and qualifications where appropriate.
- To report to line manager with any concerns
- Be part of the growing Cliffe House team.

#### **Selection criteria**

A successful candidate should be:

- Able to work outside in all weathers and remain enthusiastic in delivery of activities to groups.
- Educated to GCSE standard (English and Maths grade 4 or above) or equivalent
- Be flexible to ensure programmes can be delivered to visiting groups
- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
- Experience of Microsoft Office applications, including Word and Excel
- A satisfactory Disclosure and Barring Service check due to regulated activity involving children and or potentially at risk adults and young people.

## How to apply

If you would like to apply for this role, click on the **Apply for this Job** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

Should you experience any difficulties using the online application system, please email [Council.Apprenticeships@kirklees.gov.uk](mailto:Council.Apprenticeships@kirklees.gov.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

**Privacy Notice** - at Kirklees Council we take your privacy seriously and will only use your personal information within Kirklees Council to support your expression of interest. We will hold the information about you securely, and no longer than reasonably necessary.

**Further information** - If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>