

## Outdoor Learning Assistant – Grade 3

### Job purpose

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.

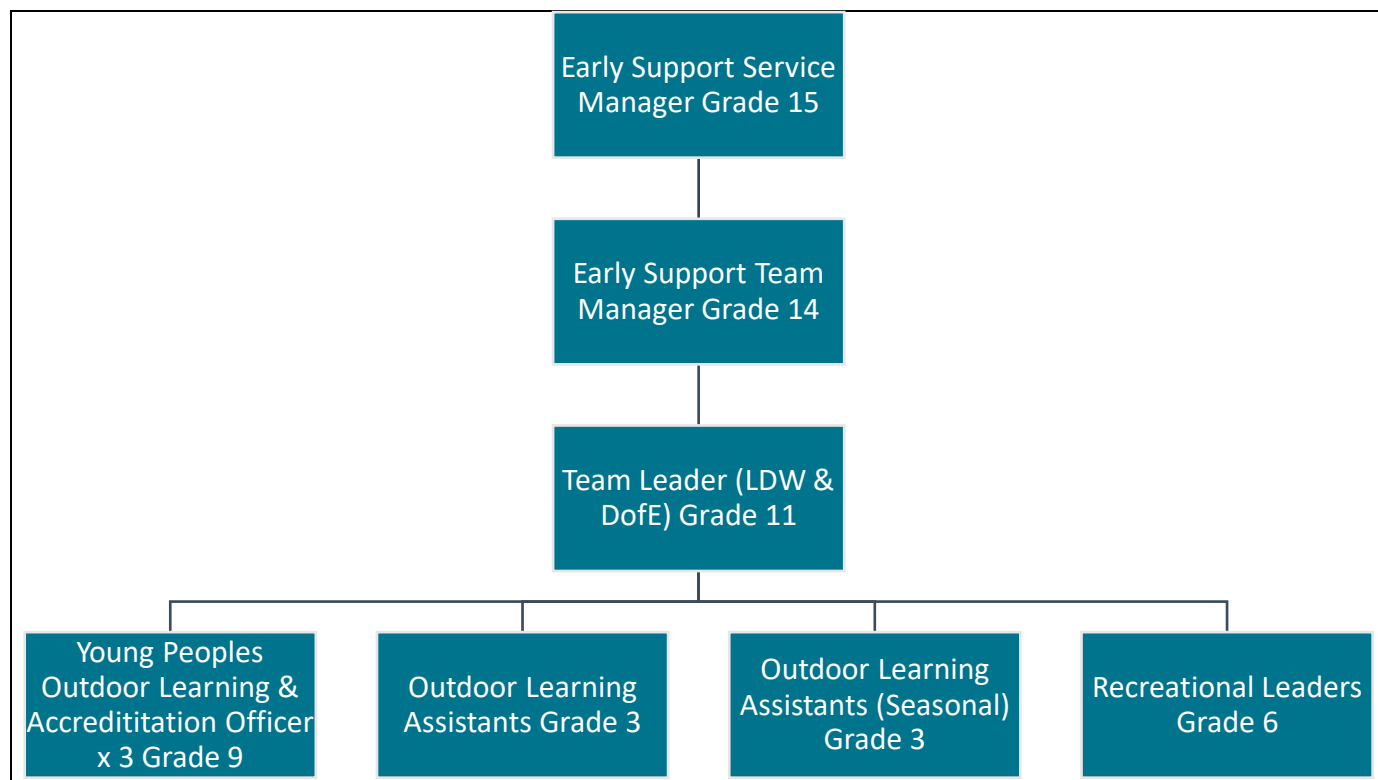
Kirklees Council has a number of centres across the authority that form part of our Outdoor Learning offer. Where we provide a residential, adventurous activities, environment studies, alongside outdoor learning courses and adult team building sessions. Kirklees Council operates under AALA licence across 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 [Children and Families](#). Click here to find out more [working for Kirklees](#).

### Key areas of responsibility

- Contribute to the outdoor learning programme for a wide range of participants our Centres.
- Support groups in team building, orienteering, bushcraft, and other activities/sessions as directed.
- 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.
- Encourage the learning by supporting and delivering quality outdoor educational learning activities and experiences.
- Liaise with participants, staff, volunteers, and the community to promote what the venues have to offer.
- Centre's have a high turnover of participants, and it is important that all facilities are in good clean working order.
- Monitor and support groups at mealtimes, including breakfast, lunch, and evening meals.
- Issue personal and group kit when required to participants. Collect and clean returned equipment at the end of the expedition/residential.
- Ensure the group are ready for departure, evaluate feedback, follow up and improve where necessary.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Have enthusiasm and passion for the outdoors and an awareness of the benefits outdoor learning brings to children and young people.	Essential
The desire to support a range of groups, of all ages and abilities.	Essential
Ability to ensure that the centre is clean and maintained in preparation for visiting groups.	Essential
Flexible in working arrangements and hours to meet the needs of customers and the service	Essential
A team player who contributes to the teams' goals.	Essential
Ability to work on own or as part of a team.	Essential
Ability to communicate effectively and positively with a range of people to quickly establish and build positive working relationships ensuring visiting staff feel confident with the programme and routines.	Essential
A positive role model for visiting groups.	Essential
To undertake professional development as an outdoor learning specialist.	Essential
First aid trained or willing to undertake necessary training.	Essential
Understanding of data protection and confidentiality.	Essential
An awareness and understanding of safeguarding and your role within that.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Willingness to travel between locations, either on foot or using public transport. Possession of a driving licence and a car available for work may be desirable.	Desirable
Accepts medical screening and any other screening appropriate to occupational risk will be required to ensure you are able to carry out physically demanding work including bending, lifting, and walking for considerable periods.	Essential

## Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours.

Driving licence or able to travel independently across Kirklees, exceptions may be made for disabled candidates.

DBS check at the appropriate level.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this 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 Office Use Only:

Job Category	Children's Service	Grading ID	TBC
Job ID	80102844	Last Updated	May 2023
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Children & Adults	DBS Type	Enhanced + Barred
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		