

## Job description

<b>Job title:</b>	<b>Senior Instructor</b>
<b>Reporting to:</b>	<b>Activities Manager</b>
<b>Based:</b>	<b>Helford area</b>

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### Mission/purpose/values of CST

*The vision for the Children's Sailing Trust (CST) is to deliver safe, welcoming watersports environments and facilities that generate sustainable profits for the charity. Our mission is to create and maintain high quality watersports environments and commercially viable facilities that enable young people to develop (their confidence, competence and resilience).*

### Overall purpose of the job

Working under the direction of the Activities Manager, Senior Instructors will be responsible for the delivery of high-quality water sports sessions to a variety of groups and individuals. Senior Instructors will work alongside Dinghy Instructors, volunteers and helpers to deliver sessions. Senior Instructors may take day to day responsibility for management of sessions and equipment, in the role of the Duty Officer.

### Duties and Responsibilities

- To deliver high quality water sports sessions to a variety of groups and individuals.
- To maintain and excel the standards set by the National Governing Body associated with the sport(s) you deliver.
- Take a lead area of responsibility for specific equipment and overall session delivery i.e. sailing, rowing, paddlesports, powerboats
- To ensure that all equipment is maintained and checked as required.
- To ensure that activity areas are maintained in a safe and clean state appropriate to the activity, as well as ensuring at the end of each working day activity areas are clean and tidy and equipment put away.
- To act in a professional manner always ensuring that clients have a safe and enjoyable experience at CST.
- To act as a role model and mentor, supporting and encouraging less experienced instructors and volunteers.
- To take on the role of 'Duty Officer when required, co-ordinating the use of equipment and space on the water with guidance from the Head Instructor or Activities Manager.
- To complete all essential activity administration, registers and other paperwork and keep up to date with other relevant documentation.

- Under instruction from the Head Instructor or Activities Manager, record session data for monitoring and evaluation purposes.
- To conduct peer to peer assessments and attend 1-1's as instructed by the Activities Manager
- Attendance at weekly staff training.
- Attendance at pre-season training and induction days.
- To assist the Activities Manager in any other centre related tasks.

### Additional Responsibilities

- To adhere to all the policies and procedures of the organisation.
- To commit to Continual Professional Development and undertake any training and development deemed necessary for the purposes of the role.
- Comply with the CST Health & Safety policy.
- Comply with the CST Equality & Diversity policy.
- Maintain working knowledge of the policies and regulations governing the CST.
- Comply with the data security requirements and procedures at all times and process data in line with the Data Protection Act 1998.
- Take positive steps to identify and overcome barriers to participation amongst young people, older people, women, people from BME groups and disabled people, prioritising access and inclusion.
- Be prepared to occasionally carry out work outside of your contracted / normal working pattern i.e. evenings
- Any other duties that can reasonably be expected in a post of this nature.

### Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• RYA Senior Dinghy Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Experience on tidal water</li> <li>• BC Paddlesports Leader</li> <li>• RYA Powerboat Instructor</li> <li>• Full UK driving licence</li> <li>• Safeguarding qualifications</li> <li>• Delivery of SEND watersport sessions (sailing, kayaking)</li> <li>• Delivery of shorebased team building sessions in an outdoor setting</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Basic dinghy maintenance</li> <li>• Child protection / safeguarding</li> <li>• Health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of RYA Youth Schemes</li> <li>• Knowledge of a range of disabilities and adaptations within a watersports environment</li> </ul>

Personal qualities	<ul style="list-style-type: none"><li>• Excellent communication skills, ability to build rapport with children, young people and their families</li><li>• Energetic, positive attitude</li><li>• Proactive</li><li>• Strong client focus, motivated to deliver high quality experience</li><li>• Understanding importance of equality and diversity, and a commitment to creating an inclusive culture</li><li>• Flexible and adaptable to working patterns</li></ul>	
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