Loughborough Road
Leicester
LE4 5PN
0116 268 1426
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www.lopc.co.uk

Registered Charity Number 1074671
Ofsted Registration Number 226869

Job Description

Job Title: Apprentice Outdoor Instructor

Responsible To: Centre Director

Job Purpose

To support and deliver high-quality outdoor learning and activity sessions for Leicester Outdoor Pursuits Centre clients, while working towards the Institute for Outdoor Learning (IOL) Outdoor Activity Instructor Apprenticeship Standard.

The Apprentice Outdoor Instructor will develop the knowledge, skills and behaviours required to become a confident and competent outdoor instructor. Through a combination of on-the-job learning, training, qualifications and practical experience, the postholder will progress from assisting experienced instructors to independently leading activities and groups.

This apprenticeship is for a period of up to 12 months, during which the postholder will work towards achieving the Institute for Outdoor Learning Outdoor Activity Instructor Apprenticeship Qualification. The apprenticeship includes structured training, regular assessment, and ongoing professional development, with the aim of successfully completing the qualification and developing a career within the outdoor industry.

Principal Accountabilities

1. Activity Delivery

- Assist with and progressively lead outdoor activity sessions for schools, youth groups, families, community organisations and other Centre users.
- Deliver activities in accordance with National Governing Body requirements, Centre operating procedures and best practice guidance.
- Support the delivery of a range of outdoor activities, including archery, climbing, paddlesports, high ropes, bushcraft and other Centre programmes.
- Assist the management in delivering after-school clubs, home education sessions and holiday activity programmes.
- Provide engaging, inclusive and enjoyable experiences for participants of all ages and abilities.
- Ensure all sessions are delivered to a high standard and in accordance with Leicester Outdoor Pursuits Centre policies and procedures.
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- Act as a positive role model for participants, promoting confidence, resilience, teamwork and personal development.

2. Health, Safety and Welfare

- Take reasonable care for the health, safety and welfare of yourself, colleagues, volunteers and Centre users.
- Assist in maintaining a safe working environment and contribute to a positive health and safety culture.
- Report incidents, accidents, near misses, hazards and equipment faults promptly to Centre management.
- Administer first aid where qualified and appropriate, completing all required documentation accurately and promptly.
- Follow all risk assessments, operating procedures and safeguarding requirements.
- Support the inspection and checking of equipment, ensuring accurate records are maintained.
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3. Facilities and Equipment

- Assist in ensuring that Centre facilities and activity areas are maintained to a high standard.
- Prepare, check, transport and store equipment safely and correctly before and after activities.
- Report any damaged, missing or unsafe equipment.
- Support the cleaning, maintenance and presentation of the Centre, activity areas and equipment.
- Contribute to creating a positive and professional environment for all Centre users.

4. Learning and Professional Development

- Actively engage with all aspects of the Outdoor Activity Instructor Apprenticeship programme.
- Attend and complete all required training, workshops, assessments and development opportunities.
- Work towards achieving relevant National Governing Body awards and instructor qualifications.
- Maintain personal training records and provide evidence required for apprenticeship completion.
- Take responsibility for keeping qualifications, memberships and professional registrations up to date where applicable.
- Seek feedback and demonstrate a commitment to continuous improvement and professional development.

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5. General Responsibilities

- Uphold the values, aims and objectives of Leicester Outdoor Pursuits Centre.
- Work effectively as part of the wider staff team, supporting colleagues and Centre operations when required.
- Promote equality, diversity and inclusion in all aspects of the role.
- Comply with all Centre policies, procedures and safeguarding requirements.
- Undertake any other reasonable duties commensurate with the role as requested by the Centre Manager or Trustees.