

Centre Assistant /Trainee Instructor Internship Scheme

Client Base

Our client base is very diverse. Our main course is a 5/6-day outdoor education course for secondary school pupils. Other clients include GCSE PE students, A level students, SEN pupils, Summer ML, D of E, youth at risk, primary pupils and adult's courses. The centre prides its self on the delivery of adventurous outdoor activities to its clients such as: sea level traversing gorge scrambling, sea kayaking, mine exploration, mountain scrambling and river kayaking. Very few of our activities are run on site and a large percentage of our activities are full day activities.

What the Scheme will offer

- Practical experience and training in the soft skills required for the delivery of Outdoor Education.
- A chance to develop the practical skills required to manage adventurous off site activities such as ;
 1. Gorge scrambling
 2. Sea level Traversing
 3. Mountain walking and scramble
 4. Coaststeering
 5. Underground mine adventure
 6. Rock climbing
 7. Canoeing
 8. Kayaking
 9. Abseiling
 10. Tyrolean traverse
- In house training in activities not covered by NGB awards such as gorge scrambling and sea level traversing when applicable.
- A mentor to guide your progress through the programme.
- Free in house REC First Aid training when run by the centre.
- Time to gain personal experience if the centre is quiet.
- Certain items of PPE equipment and clothing for the contract period, including boots, waterproofs, helmet, wellies and harness.
- Access to equipment (except ropes) from our stores such as sea and river kayaks, mining lamps, axes and crampons etc. that you can borrow (subject to agreement) to enable you to develop expertise in new activities.
- Full board and lodging in single bedrooms in our flat.
- 22 days holidays, plus bank holidays, pro rota.
- The opportunity to find out first-hand how an outdoor education operates behind the scenes of the activity delivery
- The be able to live in a wonderful part of the county and have the rivers, crags, mountains, lakes, bike tracks and sea on your doorstep.
- Practical on the job training for duties, low ropes, problem solving, orienteering.

What we expect from the CA

- Certain time to be given voluntary (see salary section)
- A commitment to the working life of a busy outdoor education centre.
- A commitment to developing your practical and soft skills.
- Commitment to gaining NGB if appropriate
- Enthusiasm, motivation and a work ethic.
- Flexibility, self-motivation, organisation, punctuality, reliability, keenness to learn and a genuine desire to help others, especially young people, are all deemed important.
- A willingness to give that extra when required
- To work any day of the week Inc evenings and weekends as required by the centres operational requirements.
- To live on site in the accommodation provided for the full term (see salary section)
- To assist with maintenance, HSE checks, cleaning as and when required.
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How the scheme works

There are 2 parts to the scheme. Both aspects include the following.

- You will be taken on as an employee of Fusion Lifestyle, a charitable trust who runs Blue Peris on behalf of Bedford Borough Council.
- You will be provided with on line and site-specific training.
- Your contract will be a fixed contract from ideally April 2nd 2018 to August 30th 2019
- Hours are annualized. Therefore, some weeks you will be required to work more than 40 hours other weeks less. This includes the voluntary hours.

Centre Assistant aspect of the scheme

- This will be based around being a centre assistant. Roles include delivering duties, seeing groups in and out, assisting with non-activity HSE checks and 360, assisting on activity sessions (voluntary) and cleaning. You will be provided with training as required to carry out these roles.
- Your voluntary commitment will see you shadow and work with another instructors gaining valuable on the job training and feedback. You will also get the opportunity to deliver part / whole sessions under the supervision of another instructor.

Trainee Instructor aspect of the scheme

- In addition to the above CA role.
- Should your skill set, experience and qualifications develop enough, then as you move forward into 2019, we would look at developing you so that you could lead sessions on your own. In order to achieve this, you would also need to gain your D1 (so you can drive mini buses) this you would have to be funded yourself.

Salary

- You will be paid a minimum of 10 hours per week. If you work over the 10 hours, then each hour will be paid by the hour. This excludes any voluntary hours. Pay will be as shown in the table below.
- You work time will be calculated by the hour and your hours will be annualized over the contract time.

Contract terms

Pay and Hours	Your contract will be a fixed contract from ideally April or May 2018 to August 30th 2019
Minimum paid contract hours per week	10 – These paid hours are annualized
Extra hours worked over 10 per week.	In view of duties, see in, see out, non-activity HSE checks, cleaning, and maintenance ... These will be paid at the hourly rate as shown below
Age 21-24 Age +25	£ 7.40 £ 7.85
Accommodation & food	This is included as part of the Centre Assistant aspect of the role, not the trainee aspect of the role. If you develop and end up delivering day activity sessions yourself (Classed as trainee role) on your own then those extra hours will be paid at the rates above. On average £ 60.00 per day You will then be charged £5.00 per day for your accommodation and board.
Voluntary work	<i>Voluntary hours cover</i> Assisting instructors and on the job shadowing with instructors. Activity equipment checks and basic equipment maintenance. Mini bus daily checks as required. Whilst working as a Centre Assistant 25 hours per week carrying out centre activity work/kit checks/ observations/ 360 checks / kit repairs /



	<p>If you move onto the trainee aspect of the role, then the voluntary hours reduce in relation to how many hours you work on the delivering sessions on your own. However, there is always 5 hours minimum of voluntary hours.</p>
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Minimum Requirements / Knock out questions

1. Age 20 or above
2. Personal experience in outdoor activities –including climbing, hill walking and paddlesport
3. Held Full UK driving licence for 2 years

NOTE – Only if you wish to move forward to delivering day time activity sessions on your own in 2019. Otherwise this is not a requirement.

4. Ability to successfully undergo enhanced disclosure check
5. Suitable references

Activity Experience, Training and Qualifications

Activity		Personal Experience	Training Courses		Qualifications Gained	
	No. of days	Details i.e. grades, venues etc	Course	Date	Award	Date
Kayaking (inland)						
Kayaking (sea)						
Open Canoeing						
Mountain Walking (summer)						
Mountain Walking (winter)						
Alpine Mountaineering						
Rock Climbing (indoor)						
Rock Climbing (single pitch)						
Rock Climbing (multi pitch)						
Orienteering						
Caving / Mine Exploration						

1. Other leadership or activity experience or qualifications (first aid, other sports etc

2. Driving Tests (If applicable)

Year Passed _____ Licence



Points/Convictions_____