



Job description

Post title: Outdoor Activity Instructor

Hours: Full time,

Location: Ackers Adventure

Reports to: CEO

Overall purpose of the post

To deliver high quality programmes of outdoor learning to young people and adults. A proportion of the work will be weekends.

Key tasks and roles:

1. To deliver and evaluate high quality programmes of outdoor learning ensuring that the highest standards of health and safety for clients and staff are maintained.
2. To ensure that accompanying staff / visiting staff are fully briefed and clearly understand their responsibilities and duties during the visit / programme.
3. To maintain designated teaching / activity equipment and teaching / activity facilities used by the client groups and staff and ensure that the highest standards of Health and Safety are achieved.
4. To provide cover as Duty Manager on a rota basis, To ensure the smooth running of the centre whilst on duty, and providing an initial response to any incidents or emergencies.
5. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
6. To ensure that reasonable care is taken at all times for your health, safety and welfare and that of other persons, and to comply with the centre's policies and procedures relating to health and safety.
8. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification

EDUCATION AND QUALIFICATIONS

Essential criteria

This post requires satisfactory clearance of an enhanced Disclosure and Barring Service check.

National Governing Body Awards in 2 or more of the following:

- a. Canoeing/Kayaking
- b. Rock Climbing
- c. Archery
- d. Skiing

EXPERIENCE AND KNOWLEDGE

Essential criteria

At least 1 season's teaching / instructing / youth work experience.

Knowledge of the UK education system.

Knowledge and understanding of Health and Safety, including the requirements of LOTC quality badge.

Desirable criteria

Experience of leading Bushcraft.

Experience of leading low ropes sessions.

Experience of Leading Zip wire and Fan descender sessions.

Knowledge and experience of working with adults and special needs groups.

ABILITY AND SKILLS

Essential Criteria

A current first aid certificate

Desirable Criteria

A full driving licence

ICT skills.

EQUAL OPPORTUNITIES

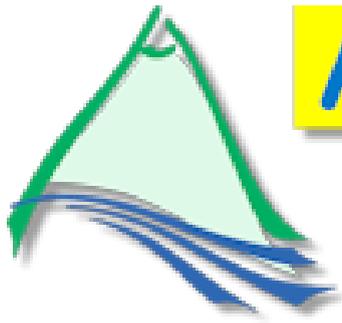
Essential Criteria

Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs

Application Details.

To Apply please either complete the attached Forms and email to Steve.jewell@ackers-adventure.co.uk or complete our online form at www.ackers-adventure.co.uk/vacancies

Interview Date: 4th June 2021
Closing date: 30th May 2021



Ackers Adventure

The Outdoor Professionals

Information sheet for applicants

The information sheet is in two sections.

Section 1 provides background information about Ackers Adventure

Section 2 provides guidance for completing the application form.

Section 1-Ackers Adventure

Ackers Adventure is a company limited by guarantee with charitable status.

Mission Statement

To provide a broad range of outdoor adventurous activities and experiences which inspire, challenge and promote individuals in a safe and enjoyable environment.

Aims:-

To provide a centre of excellence offering a wide range of outdoor adventurous activities in an urban environment for the whole community.

To continue to develop and improve existing and new facilities and services.

To provide a safe environment in which to undertake challenging activities which are both educational and recreational.

Background

Ackers is a unique organisation, situated as it is, in the inner city. It has a nationally held reputation for quality provision of an extremely wide range of activities.

“Ackers” is Brummie slang for aqueduct. The 75 acre site which is just two miles from the centre of Birmingham, incorporates an aqueduct carrying the Grand Union Canal over the River Cole and the confluence of the River Cole with the Spark Brook.

The site was once the BSA (Birmingham Small Arms) company’s sports and social club and the test-track for its motorcycles. The factory itself was situated on an adjoining site on the opposite side of the canal. During the 2nd World War the company was extremely important, with over 40 satellite factories all over the West Midlands, manufacturing guns such as Bofors and Browning guns, motorcycles, push bikes, small arms and even Daimler cars. The factory was badly bombed during the blitz in 1941. Unfortunately, after 1945 the company went into decline and ceased business during the 1950s. The site became derelict and remained so during the 1960s and early 1970s.

It was during the late 1970s that the site was developed as a centre for outdoor activities. With the assistance of the City Council, and numerous grants from other agencies and charities, the Ackers Trust was formed and a climbing tower and an artificial ski slope were built. Since then Ackers has continued to be developed and now boasts a ski lodge and tobogganing slope, facilities for canoeing, kayaking and bell boating, a residential centre, a

climbing wall, two archery courts, a headquarters building incorporating a large hall with offices and meeting rooms, a 20 metre high tower with climbing walls, zip wires and a fan descender and a jungle challenge course. Other activities include orienteering, abseiling and management team building. Much voluntary work is carried out by staff of major companies whose staff are given a day to work together on environmental projects or construction work. Further developments are in the pipeline.

The site had been divided into three sections: an area for football, cricket and other team sports with a sports pavilion, a multi use games area and a childrens' play area all under the responsibility of the City Council's sport and recreation section; the outdoor activities area under the control of Ackers Adventure, a company, limited by guarantee, with charitable status formed in 2005; and an environmental area under the control of the City's ranger service.

While Ackers Adventure has continued to develop its area of responsibility, little progress has been made with the other two areas, both of which are used mainly for local recreation and unofficial games by local schools and community groups. Having 35 entrances, the site is easily accessed by residents of the surrounding neighbourhoods and it is well used for casual recreation.

The Ackers Trust still exists with a trust deed that covers the use of the entire site. The trustees are responsible for overseeing the use of the site for the purposes of education and recreation for the community of Birmingham and its surrounding areas and especially for residents of the neighbouring inner city wards. A large area of the site is of environmental importance with meadow, woodland and wetland areas.

The Ackers Adventure Company has a board of directors, all who give their time voluntarily, with experience in the areas of education, recreation, management, outdoor activities and banking. Meetings are held monthly and are well attended. Ackers has an excellent reputation for offering sporting activities which are challenging but has high standards of health and safety.

The staff and the board of directors are extremely proud of the Ackers and its achievements since its inception over thirty years ago.

Present Services

Ackers Adventure provides a wide range of adventurous outdoor activities.

Currently the site's facilities include:-

The ARC, a 26 bed residential centre; a ski and activity base with adjoining 100 metre dry ski slope with dedicated snowboard and toboggan slopes and the ABC, an educational /administration base that can accommodate large or smaller groups for meetings, courses and social events.

Ackers Adventure focus is the array of outdoor activities on offer which fall into three categories:-

The Water sports section, which is based on the canal includes canoeing, kayaking, bellboating and raft building activities.

The land based activities have three purpose built climbing structures with an assortment of climbing challenges including the tower, a 22metre structure that incorporates two zip wires in excess of 100 metres and the fan descender, a 20 metre freefall adrenaline challenge. In addition to this there is a bouldering wall and an abseil platform.

The Snowsports activities that include skiing, snowboarding, Tubing and tobogganing.

Other team building and challenge activities on offer are Archery, Team building, Orienteering, Bushcraft, D of E, and other Urban challenges to test the skills of those who take part.

Residential experiences are available using the 26 bed Residential centre (the ARC).

Many Training opportunities are offered, for example for first aid and qualifications

appropriate for the activities provided.

Users

All ages use Ackers, individuals and groups. Main users include:-Schools including academies and free schools, colleges and universities: community and youth groups; uniformed organisations, Duke of Edinburgh Award and social services.

For further information please check the website:-

www.ackers-adventure.co.uk

Section 2 –guidance for completing the application form

The information that you provide will be used to determine whether or not you are invited for an interview. The shortlisting process is undertaken by assessing the information you provide against the requirements detailed on the person specification. Filling in the application form is your chance to show how well you meet the needs of the job; therefore it is important that you complete the form fully and carefully.

The application form is downloadable from our website (see above). We prefer applications to be made electronically by email to steve.jewell@ackers-adventure.co.uk or by post to the address on the top of the application form. CV's will not be considered as an alternative to an application form.

Qualifications and membership of professional bodies. If you are shortlisted for an interview you will be required to bring to the interview for verification the original certificates of qualifications and membership documents of any professional bodies appropriate to the post.

Availability Interviews may be arranged by email or telephone. Please indicate the contact number which should be used.

Convictions/disqualifications/criminal records disclosures

This post will require you to work with children, families and vulnerable adults so you will be required to declare all criminal convictions on your application form including those which would otherwise be considered spent or ignored or pending against you. This information will be retained securely and only seen by those who need to see it as part of the recruitment process. An applicant who is offered employment, will be subject to a criminal record check from the Disclosure and Barring service before the appointment is confirmed. For more information about the Disclosure and Barring service Code of Practice, visit www.disclosure.gov.uk



Correspondence: The ABC
 Ackers Adventure
 Golden Hillock Road
 Birmingham B11 2PY
 Telephone: 0121 772 5111
 Email: Steve.jewell@ackers-adventure.co.uk

ACKERS ADVENTURE JOB APPLICATION FORM

This form must be completed in full using black ink or be typed. Please use extra sheets if

2.) Vacancy Details

Post Applied for:

3.) Personal Details

Forename(s):	Tel. (Home):
Surname:	Tel. (Work):
Preferred Title:	Tel. (Mobile):
Address:	Email:
Postcode:	N.I. Number:

4.) Health

Interviewees may be required to complete a medical form.
Have you been kept away from work for more than two consecutive weeks during the last three years because of a health/medical problem e.g. illness, injury or operation? - Yes / No (please highlight).
Are you aware of any medical condition which could affect your performance at work? - Yes / No (please highlight).
If you answered yes to any of the above questions, please supply brief details:

5.) Education/Qualifications

Please give details of secondary schools, universities or other educational establishments with qualifications & grades achieved. Successful applicants will be required to provide proof of qualifications. Please list in chronological order – most recent first.			
Name of Establishment/Town	Dates Attended	Full or Part-time	Qualifications Including Results

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6.) Training

Please list all training & other courses which you have undertaken whether or not they are related to work (e.g. part-time or evening classes, government training schemes etc).

Year	Organising Body	Course Title	Length

7.) Membership

Please indicate membership of any organisation(s) appropriate to work.

Name of Organisation	Type of Membership	Was entry obtained through examination?	If so, state final exam Year

8.) Employment

Please give details of your employment in chronological order – most recent first.

Name & Full Address of Employer	Period From	Period To	Position held & duties undertaken	Reason for change

9.) Legal Right to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment? - **Yes / No** (please highlight).

If yes please give details:

Do you need a permit to work in the UK? - **Yes / No** (please highlight).

10.)Leisure-Time Interests, Activities, Hobbies, Voluntary Work.

Please give details:

11.)Driving

Do you hold a full driving Licence? - **Yes / No** (please highlight).

Number of years:

Details of any Endorsements:

Are you a car owner? - **Yes / No** (please highlight).

12.)References

Please give names & addresses of two persons to whom application for confidential references may be made. At least one should be your previous/ current employer. References from relatives will not be accepted. Please indicate if you do not wish us to seek a reference from your present employer before the interview.

Name:

Name:

Address:

Address:

Position held:

Position held:

Relationship to you:

Relationship to you:

Tel. Number:

Tel. Number:

Email:

Email:

13.)Criminal convictions – please see guidance notes.

Please give details of any prosecutions for which you have been found guilty (excluding motor traffic offences). If none, please state “none.”

Date

Details of Offence

Sentence

Date	Details of Offence	Sentence

NOTE: You are advised that under the Rehabilitation of Offences Act 1974 (Exceptions) Order 1975 as amended Rehabilitation of Offences Act 1974 (Exceptions Amended) Order 1986 you should declare all convictions including “spent” convictions.

14.)Person specification

On separate sheets, please provide us with details that demonstrate how you meet the criteria for skills, abilities, knowledge & experience on the person specification. This will help us decide whether to invite you to the next stage of the recruitment process.

EQUAL OPPORTUNITIES MONITORING FORM

This information will be separated from the rest of the application form immediately on receipt and immediately before the selection of candidates for interview takes place.

To measure the effectiveness of our equal opportunities policy and to monitor whether we are receiving applications from all sections of the community please complete the information overleaf.

GUIDANCE ON COMPLETION OF THE FORM

Please tick the appropriate boxes;

- The ethnic origin categories are those recommended to be used in the 2001 National Census;
- The ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups. UK citizen can belong to any of these groups;
- If you descend from more than one group, please tick the one to which you consider you belong or use the 'other' category and give details;
- Under the Disability Discrimination Act 1995 a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities;
- At section 5 please specify the publication where you saw the advertisement, e.g. Gloucestershire Echo//website/professional journal, etc.

NOW PLEASE TURN OVER AND COMPLETE THE REVERSE OF THIS FORM

EQUAL OPPORTUNITIES MONITORING FORM

GENDER

MALE

FEMALE

DATE OF BIRTH

HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN?

ASIAN OR ASIAN BRITISH	BLACK OR BLACK BRITISH
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Any Other <input type="checkbox"/>
Any Other <input type="checkbox"/>	
MIXED HERITAGE	WHITE
White and Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
White and Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
White and Asian <input type="checkbox"/>	Any Other <input type="checkbox"/>
Any Other <input type="checkbox"/>	
CHINESE OR OTHER ETHNIC GROUP	
Chinese <input type="checkbox"/>	
Any Other <input type="checkbox"/>	

If you have ticked any of the boxes marked "Other" please give details below:

DISABILITY

Do you consider you have a disability in accordance with the terms of the Disability Discrimination Act 1995 (see previous page)

YES

NO

WHERE DID YOU SEE THIS POST ADVERTISED?

How did you become aware of this job – if through advertisement, please state which publication/website.