

Post Title	Sessional Instructor
Division	Sport and Active Communities
Section	Adventure Aberdeen
Location	Kingswells

Responsible to	Adventure Aberdeen Manager / Chief Instructor
Responsible for	Any immediate reports

Job Purpose

- 1 To deliver programmes of adventurous activities to a range of customer groups.

General Responsibilities

- 2 Be aware of and committed to the equal opportunities' principles and practices of the company.
- 3 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 4 Manage any nominated staff and/or volunteers, providing appropriate training.

Operational Responsibilities

- 5 Deliver high quality, thoroughly prepared and structured activities to a range of customer groups including young people with specific / targeted support needs. This will include leading non-technical activities in simple environments and technical activities in demanding environments.
- 6 Responsible for having a full and thorough understanding of the policies, standard operating procedures, Curriculum for Excellence, etc. in terms of delivering high quality, safely managed activities.
- 7 Liaise openly and directly with the management team and, as appropriate, the Cromdale Co-ordinator and Equipment Technician on matters of safety and safety management.

Methods of Working Expectations

The post holder will be expected to:

- 8 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 9 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 10 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 11 Undertake appropriate training associated with the duties of the post.

General Conditions

- 12 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.

- 13 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 14 The Company operates a no-smoking policy.
- 15 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by:	Graeme Dale – Head of Sport and Active Communities
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