

Tutor / Activity Instructor



Job Description

Salary:	£22,804 - £29,428 FTE
Contract:	1 x Permanent, full time or part-time (minimum 0.8FTE) 1 x 1-year fixed-term contract, full time or part-time (minimum 0.8FTE)
Hours:	29 – 36.25 hours per week (0.8 – 1FTE)
Location:	Site-based (Kendal)
Reporting to:	Activities Manager

Key Responsibilities:

Tutors are directly responsible to the Activities Manager for the following: -

1. To run activity sessions in a wide variety of activities for all Bendrigg's user groups.
2. To act as a Lead Tutor on activity courses as required.
3. To oversee an activity area (department) within the Tutorial Team, which will involve carrying out safety checks and managing a regular maintenance programme.
4. Continuously developing activities at Bendrigg Trust so that we find new, innovative ways of providing inclusive outdoor activities for disabled people.
5. Whilst not all tutors would be expected to hold the full set of qualifications at the start of their employment, they would be expected to continue to develop themselves in Bendrigg's activities.
6. Bendrigg is open all year round and over weekends, thus making it necessary to have flexible working hours. Tutors will share evening and night duties, with other Tutors and Trainee Tutors as required.
7. To undertake all other reasonable duties associated with the running of a specialist residential outdoor centre, which will include, but is not limited to cleaning and maintaining equipment, cleaning the centre and serving food.

Person Specification

Skills and Qualifications

Essential	Desirable/Useful
Qualifications in at least one NGB award including: Climbing, Caving, Hill Walking, Canoeing.	Qualifications in two or more NGB awards including: Climbing, Caving, Hill Walking, Canoeing.
Appetite to gain further qualifications in Bendrigg's core activities. (Climbing, Caving, Canoeing)	Experience and/or qualifications in other activities such as: Cycling, Archery, Orienteering, Sailing, Powerboat, Bushcraft
Full driving licence and ready to undertake the D1 minibus licence	Able to drive minibuses and tow trailers (i.e. D1 + E on licence)
	A degree or diploma in education or outdoor education
	Experience of report writing
	Efficient use of a computer/IT

Personal Attributes - Essential

Have the ability to work well within a team
Have the ability to work independently: to be self-motivated, flexible and hard working
Have excellent communication skills with course participants and visiting staff
Be organised and able to organise others

Values & Attributes - Essential

Have a positive, flexible 'can do' attitude to solving problems
Have an empathy with the work of Bendrigg Trust and its client groups and a commitment to develop its work
Have an understanding of the benefits of outdoor learning and residential courses

Summary of Terms and Conditions of Employment

Salary: £22,804 - £29,428 per annum (FTE. Starting Salary will depend on experience and qualifications. All salaries are reviewed annually with new salary levels coming into effect at the start of each year.

Normal working days:

You will normally be required to work 5 days each week. Bendrigg Trust runs courses on all days of the week and there is a rota to cover weekends and holiday periods. There will also be a need to share Bank Holiday working. Any time worked over 5 days each week will accrue lieu days which can be taken at other times.

Hours of work:

Normal hours of work will be 8.45am to 5pm.

Evening work will be 5pm to 9pm for which half a day will be accrued in lieu.

Overnight (sleep in) duties will be 5pm to 8.45am for which one day will be accrued in lieu.

Benefits:

Training: Professional development is actively encouraged and rewarded. Staff are provided with a generous training package with up to 10 days per year available for external training courses. We also run a number of internal training sessions throughout the year to support your personal and professional development.

Subsistence: Food, drinks and refreshments are provided during working hours

Holidays: Holiday entitlement will accrue at a rate of 2½ working days per month (30 days + bank holidays per year – Full time equivalent).

Pension: All employees can take advantage of our pension arrangements whereby contributions of 5% from the employee are matched by 5% from Bendrigg Trust.

Employment Options:

1 x Full time permanent activity tutor

1 x 1yr fixed term activity tutor (6th January 2025 – 31st December 2025)

We understand that everyone is different and try to be as flexible as possible. This opportunity could be open to anyone interested in **full time, part time (0.8 minimum)** work. Please just tell us in your application what level of contract you would like to be considered for.

Any job offer will be subject to satisfactory references, a clear DBS check and a six-month probationary period. New starters will receive a contract on or around the start date.

Relevant Dates

Closing date for applications: Midday on Sunday 3rd November 2024

Interview date: Selection process takes place over 2 days including activity sessions (on the first day) and a site tour and interview (on the second day). Candidates will be asked to attend both days: Thursday 12th November 2024 & Friday 13th November 2024

Anticipated Start date: 6th January 2025

Completed applications should be emailed to vacancies@bendrigg.org.uk

We welcome informal enquiries so please do contact our office if you have any questions.

All enquiries relating to this post should be made to:

Sam Litten, Activities Manager

Tel: 01539 723766

sam@bendrigg.org.uk