

TRAINEE ACTIVITIES INSTRUCTOR

Job Description

JOB TITLE: Trainee Activities Instructor

LOCATION: Lendrick Muir

RESPONSIBLE TO: Assistant Activities Manager and Activities Manager respectively.

CONTRACT TERM: Full time/Fixed Term for 2 years

OVERVIEW/PURPOSE

Our vision at SU Scotland is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus. We are Christians passionate about delivering residential programmes and activities that promote holistic growth and empower young people to explore the Christian faith in the outdoors and to develop essential social and personal skills.

In this post you will be working as part of the Activities team and will run safe and enjoyable activity sessions and play a full part in the delivery of school residential experiences. Alongside this you will be actively engaged in training towards National Governing Body Qualifications in the Outdoors.

MAIN TASKS AND RESPONSIBILITIES:

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland and through being the first point of contact with guests, demonstrating in the way you go about your tasks, a dependence on God.

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- To attend and take an active part in staff meetings and corporate Staff Prayer, to hear of SU's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the team /group.
- Involvement at the annual staff residential conference and other staff days as they arise.

- 1. To participate fully in the life and ministry of the Centre. This will include, where possible:**
 - Modelling a Christian lifestyle, values, and work practices
 - Attendance at daily morning prayer meetings
 - Demonstrating commitment to the SU Scotland ethos

- 2. To support the Activities Manager in delivery and development of the activities offered by the centre, including:**
 - As experience is gained; leading and instructing activities
 - Maintenance of activity equipment and activity infrastructure
 - Under supervision of Activities Manager, undertaking responsibility for areas of activity maintenance and development

- 3. To support the Schools Programme Manager in the delivery of school residential experiences**
 - As experience is gained; leading activity sessions and group work
 - Involvement in the evening programme of activities
 - Assistance with house and catering tasks, sometimes including the supervision of children in these tasks

- 4. To work towards National Governing Body awards as agreed with your line manager**
 - Registering with the relevant bodies and logging experience. Group experience can be gained in some awards during work hours, but log book experience will mostly need to be gained during time off.
 - Attending training and assessment courses as agreed with your line manager.
 - Undertake regular activities in your spare time to develop your skills and fitness

- 5. To support the running of the centre**
 - As part of the centre team, creating a welcoming atmosphere for our guests by being friendly and approachable
 - Once sufficient experience is gained, acting as the first point of contact for guests as the duty staff member. This will include providing guests with guidance on the appropriate use of self-led activities and being on-call overnight.
 - Involvement in cleaning and preparing the centre between groups if required.

- 6. Within the wider organisation**
 - Where appropriate skills are held, to undertake activity instruction at other centres and SU Holidays venues.
 - To be flexible in assisting other staff and volunteers, where necessary, which may sometimes include duties different from and additional to those mentioned above, as may be determined by your line manager.

7. In common with all Scripture Union Scotland staff members:

- Further the aims and activities of Scripture Union Scotland.
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Taking part in other Scripture Union activities where appropriate.
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving, and volunteer involvement.
- To build partnerships with existing and potential supporters to encourage prayer, financial giving and volunteering support for your specific role and the wider ministry of SU Scotland. The means of doing this will be tailored according to the nature of your role and personal circumstances and an action plan agreed with your line manager.

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9),

This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

NOTES

1. The work rota for this post at Lendrick Muir includes working some weekends. This is mainly Saturdays though due to operational needs occasional Sundays may be required. The work pattern is usually 5 working days per week with Sunday plus one other day off.
2. Due to the seasonality of the provision at Lendrick Muir this role is subject to seasonal variation in the hours worked.
3. When school residential experiences are running, programme team members will be required to work with the groups some evenings of the week. Time off in lieu will be given at another point.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.