

Job Description



Post title: Casual Watersports Instructor (TBIWWC)

Responsible to: DUTY MANAGER

Job Purpose:	
To deliver coaching activities as directed in accordance with your RYA/British Canoeing and site-specific qualifications. To assist in the organisation and delivery of offsite activities including Canoeing, Kayaking, SUP and other water-based activities.	
Duties and responsibilities:	
1	To undertake site specific training for activities not regulated by a National Governing Body.
2	To deliver a safe, professional and high-quality training/coaching/recreational water-based experience.
3	To be responsible for the day -to -day security and safety of the centre and site as directed.
4	To undertake certain administrative work relating to the centre and its activities.
5	To organise and co-ordinate offsite trips in assistance with the Duty Manager.
6	To be prepared to work predominantly weekends, evenings, and school holidays.
7	To carry out sessions as directed by the Centre/Duty manager.
8	To undertake cleaning of the centre, issuing of kit, inventories and the repair and maintenance/cleaning of equipment as required and directed.
9	To keep updated with your NGB awards, coaching techniques, and qualifications.
Additional information:	
General requirements for all Tees Active Limited employees:	
1	To deal with customer/service enquiries in a professional and positive way. Ensuring that the service maintains a strong customer focus and remains committed to the principles of Customer Service Excellence.
2	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
3	To maintain any professional registration, licences or qualifications, which are essential to the post held.
4	To take reasonable care of any items of equipment and uniform issued by the Company and report any faults or maintenance issues to the relevant manager.

5	To be aware of and adhere to all Tees Active Ltd financial, legal, HR and administrative policies and procedures including all NOPs/EAPs and the HR Handbook.
6	To take reasonable care of your own health and safety and co-operate with management so far as necessary to enable compliance with the Company's health and safety rules and legislative requirements.
7	To adhere to any professional and Company Codes of Conduct, as appropriate.
8	To comply with the Company's Appearance Code ensuring that uniforms and name badges are worn, as required.
9	To comply with the Company's Employee Guide to Information Security including relevant legislation, ensuring that confidentiality is maintained for all staffing, management, customer and supplier information.
10	To carry out the duties of the post with full regard to the Company's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery. Ensuring that colleagues are treated in a fair and consistent manner and that the service maintains a strong commitment to the principles of the Equality Standard.
11	To be peripatetic between work areas and venues, as and when required.
12	The above tasks and responsibilities cannot fully encompass all that is required of the post-holder. It is expected that the post-holder will undertake such other duties and responsibilities commensurate with the salary band and nature of the post.
I accept this job description as an accurate record of the duties and responsibilities of this post.	
Signed:	Date:

WATERSPORTS INSTRUCTOR (TBIWWC)



PERSON SPECIFICATION

Note to applicant: when completing your application form, you should demonstrate the extent to which you meet the essential and desirable Criteria below.

In addition to the requirements outlined below, as ambassadors of Tees Active, you should also be able to demonstrate the following qualities:

<ul style="list-style-type: none"> • Enthusiasm 	<ul style="list-style-type: none"> • Commitment to service excellence
<ul style="list-style-type: none"> • Excellent communication skills 	<ul style="list-style-type: none"> • A genuine desire to work closely with our customers
<ul style="list-style-type: none"> • Professionalism 	<ul style="list-style-type: none"> • Flexibility
<ul style="list-style-type: none"> • High personal standards 	

Requirements	Essential	Desirable
EDUCATION & TRAINING		
1. British Canoeing Level 2 Coach/UKCC Level 1 or equivalent.	√	
2. British Canoeing Stadium Raft Guide/Level 1 raft guide (or willing to attend course)	√	
3. Current First Aid Certificate	√	
4. Safeguarding certificate (this can be gained through Tees Active)	√	
5. British Canoeing Level 3 Coach Award or equivalent		√
6. BCU Level 2 Raft Guide		√
7. RYA Powerboat Instructor		√
8. SUP Support Module		√
9. Moderate Water Endorsement		√
EXPERIENCE, KNOWLEDGE & UNDERSTANDING		
10. Good knowledge of British Canoeing course syllabus	√	
SKILLS & ABILITIES		
11. Ability to manage a group effectively	√	
12. Ability to be innovative and produce original and creative ideas.	√	
PERSONAL QUALITIES & ATTRIBUTES		
13. Good presentation and organisational skills.	√	
14. Ability to multi-task.	√	
15. Ability to work successfully both on own initiative and as part of a team.	√	
16. Ability to remain calm, efficient and professional whilst working under pressure	√	
17. Commitment to Continuous Professional Development	√	
18. Must be able to demonstrate excellent verbal and written communication skills.	√	
MISCELLANEOUS		
19. Flexible approach to working time arrangements including regular evenings and weekends.	√	
20. Able to carry out duties as per job description	√	