



## Cumberland Council

### Post Specification

<b>Date</b>	<b>January 2023</b>
<b>PG Number</b>	<b>0485</b>
<b>Post Title</b>	<b>Outdoor Leader (seasonal)</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD8ii</b>
<b>Final Grade</b>	<b>Grade 8</b>

To be read in conjunction with the job family role profile

#### Service Area description

To deliver experiential learning opportunities to Cumbria Outdoors clients through a range of outdoor, adventurous and educational activities in line with identified quality standards.

#### Purpose of this post

1. To deliver an agreed programme of activities within a structure of scheduled sessions, that meet identified standards and customer aims and objectives, appropriate to the participants' age, ability, experience, legislation, customer expectation, and purpose.
2. To identify and assess the risks and take all necessary measures to meet Health & Safety and legislative requirements.
3. To develop sound relationships with both group members and leaders, maximising all opportunities for the promotion of social and personal development.
4. To contribute to the development of strong partnerships, which enhance the standard of service provision and increase positive public awareness and encourage a greater use of the service.
5. Through good time management, take responsibility for the issue, use, return & maintenance of all Cumbria Outdoors resources & technical equipment to agreed standards.
6. To ensure that all breakages, damage, or misuse of property, assets, resources or equipment are reported to the appropriate person/team to enable timely maintenance, repair or replacement.
7. To contribute to the effectiveness, efficiency and strategic development of the organisation and the County Council by helping to meet targets identified in the business plan through active involvement in the appraisal system and training programme
8. To actively undertake continuous market research, through interaction with existing and potential customers, in order to respond to changing customer needs and report the results of this research appropriately
9. To advise management on matters, identified in the field, relating to health and safety, quality assurance and public relations.
10. To assist in the planning and production of new products and services in response to identified customer needs.
11. To assist in the planned maintenance and development of all Cumbria Outdoors assets & resources
12. To regularly communicate with other members of staff or staff teams regarding customer requirements and pro-actively seek information where it may not be provided.

13. Within the Delivery Team take responsibility where necessary for the provision of contingency arrangements in the event of resource or product problems/failure, including responding to absence through sickness of other staff members.

14. To undertake any other duties consummate to the post that may be agreed from time to time.

### Key job specific accountabilities

- To undertake the issue and return of all PPE and all other stored items required by either residential or visiting groups and maintain the stores in line with the current service quality standards.
- Buildings and assets - locking up and security all sites.
- Outdoor equipment, canoe and sailing fleets including rescue boats and associated security Vehicles

**Please note annual targets will be discussed during the appraisal process**

### Key facts and figures of the post

#### Budget

#### Responsibilities

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#### Staff

#### Management

#### Responsibilities

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#### Other

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### Essential Criteria - Qualifications, knowledge, experience and expertise

- A range of National Governing Body Awards in at least 3 activities e.g. Mountain Leader Award, Sailing, Local Cave Leader and British Canoeing Awards suitable for open water.
- GCSE'S in English & Maths
- Current driving licence (with D1 entitlement) or PCV
- An understanding of the principals of experiential learning
- An understanding of the process of personal & social development through outdoor experience
- Health & safety awareness
- Experience in Residential Outdoor Centres
- Effective professional leadership
- Good time management skills
- Ability to maintain consistent standards of group & individual behaviour & discipline
- Equipment/site maintenance skills
- Self disciplined, punctual & reliable
- Ability to cope with pressure and to judge when/ if and who should make decisions
- Flexible with good problem solving skills and ability to remain calm under pressure
- Ability to relate to groups and individuals from a wide range of backgrounds/experience/age-range
- Ability to cope positively with continual change
- Enthusiastic with the ability to generate this quality in others
- Ability to work as part of a team
- Have an attitude of getting it right first time, every time.

### Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
  - DBS Enhanced – Children

### Job working circumstances

#### Emotional Demands

- Dealing with clients with, behaviour, disability or medical and special needs
- Dealing with accidents or incidents

#### Physical Demands

- Lifting moving outdoor equipment boats, kayaks, Canoes,
- Lifting persons when supporting on activity e.g. rescue from overturned canoe
- Carrying rucksacks/heavy loads on mountain days
- Rope handling

<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Pulling and pushing boats, trailers wheeled trolleys</li> <li>• A variety of outdoor adventurous activity environments including restricted or confined spaces underground (caving), or mountain based including seasonal and adverse weather conditions, can include – total immersion in water at all times of the year or prolonged periods outdoors exposed to the prevailing weather conditions</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Complimentary training and or Qualifications</li> <li>• Development Training Qualification</li> <li>• Behaviour Management Training</li> <li>• Teaching/Youth Work Qualification</li> </ul>	