

Job description

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| Job title: | Chief Instructor |
| Status : | Permanent (37.5 hrs average per week annualised) |
| Salary : | £25,000 - £28,000 |
| Reporting to: | Operations Manager |
| Based: | Helford area |

Overall purpose of the job

To oversee and manage the delivery of the HRCST Water Sports Activity Programme. This means having responsibility for the standards of training, equipment maintenance and wellbeing of students and instructors in line with RYA, BC and AALA recognition. To have responsibility for staff training, selection, mentoring, compliance with SOP'S, administration of activities and on the water instructions and coaching.

Work may include evenings and weekends and you will be expected to work up to 5 days out of 7 each week.

Duties and Responsibilities

- Manage and run the current programme of courses, ensuring the correct personnel and resources are organised in good time.
- Working as part of a Team to provide an enjoyable and safe training experience for guests of all ages and abilities.
- Operate all activities following the guidelines of the HRCST operating procedure, and all other relevant HRCST policies.
- Implement and manage a robust procedure to ensure Instructors are current in all required certification and training and are suitably experienced and competent for the roles they are being asked to fulfil.
- To Manage the Staff Rota system to provide staff with advance notice of weekly shift times (inc breaks) and daily roles.
- To ensure that all staff comply with contractual terms on signing in and out of shifts, taking breaks and leave requests.
- To Manage a weekly and daily briefing system to ensure that all staff and volunteers are clear on daily responsibilities and expectations.
- Implement and manage a robust procedure to ensure volunteers are current in all requirements in the volunteer policy.

- To maintain effective communication with the office at all times.
- To be readily available to deal with issues related to course delivery, particularly issues arising from instructors and students.
- Attend any RYA and AALA inspections
- Assist the Operations Manager in the selection and employment of additional activity staff.
- To maintain records to ensure that all required entries are made for attendance of courses and achievement of standards and awards.
- Implement a structured documented procedure for awarding certificates, registering certificates internally and also with the RYA.
- Carry out and record periodic inspection/maintenance on all HRCST equipment
- Maintain an appropriate and recorded stock of regularly needed spares and instruct specialist maintenance as required in line with financial procedures.
- Other duties which occur at the HRCST that could reasonably be expected to be fulfilled
- To maintain and excel the standards set by the National Governing Body associated with the sport(s) you deliver.
- To act in a professional manner always ensuring that clients have a safe and enjoyable experience at HRCST.
- To act as a role model and mentor, supporting and encouraging less experienced instructors and volunteers.
- To assist the Operations Manager in any HRCST related tasks
- To complete all essential activity administration, registers and other paperwork and keep up to date with other relevant documentation.
- To record evidence of the impact the activities have on the participants to enable effective fundraising applications.

Additional Responsibilities

- To adhere to all the policies and procedures of the organisation.
- To commit to Continual Professional Development and undertake any training and development deemed necessary for the purposes of the role.
- Comply with the HRCST Health & Safety policy.
- Comply with the HRCST Equality & Diversity policy.
- Maintain working knowledge of the policies and regulations governing the HRCST.
- Comply with the data security requirements and procedures at all times and process data in line with the Data Protection Act 1998.
- Take positive steps to identify and overcome barriers to participation amongst young people, older people, women, people from BME groups and disabled people, prioritising access and inclusion.
- Be prepared to occasionally carry out work outside of your contracted / normal working pattern i.e. evenings
- Any other duties that can reasonably be expected in a post of this nature.