

# Level 3 Outdoor Activity Instructor Apprentice



## Job Description

<b>Salary:</b>	£1,144 gross per month
<b>Contract:</b>	Full time, 13-month fixed-term contract (Monday 13 <sup>th</sup> January 2025 – Friday 13 <sup>th</sup> February 2026)
<b>Hours:</b>	36.25 hours per week
<b>Location:</b>	Site-based (Kendal)
<b>Reporting to:</b>	Activities Manager

## Key Responsibilities:

Apprentices are responsible to the Activities Manager through the Trainee Co-ordinator for the following:

1. To run activity sessions in a wide variety of activities for all user groups of the centre.
2. To assist and support the Bendrigg tutors in a wide variety of activities and courses for all user groups of the centre.
3. To train towards running courses for the user groups of the centre.
4. To undertake other duties associated with the running of a residential centre. This will include but is not limited to: cleaning and maintaining equipment; cleaning the centre and serving food.
5. Apprentices will be expected to work towards completing the Level 3 Outdoor Activity Instructor Apprenticeship and to gain qualifications and experience in the instruction of a wide variety of outdoor activities.
6. To run evening sessions and carry out overnight duties.
7. The centre is open all year round and is operational during weekends, thus making it necessary to have flexible working hours.

Working at Bendrigg Trust requires commitment. All members of staff should see themselves as promoting the well-being of our clients together with their personal and group development. Apprentice Tutors will need to be adaptable as well as having some experience of residential work.

Bendrigg Trust has built up a reputation as a small centre with a caring family atmosphere. It is therefore important that new members of staff are able to fit in and work closely with existing members of our staff team.

## Person Specification

### Skills and Qualifications

Essential	Desirable/Useful
Hold a grade C/4 in English and maths	
To have interest in and experience of outdoor activities	Experience working in an outdoor education centre
To have an interest in working with people with disabilities.	Experience in working with people with disabilities
	A first aid certificate and safe guarding qualification
Full driving licence	Able to drive minibuses and tow trailers (i.e. D1 + E on license)
	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 good communication skills with course participants and visiting staff
Be organised and able to organise others

### Values & Attributes - Essential

Have a positive 'can do' attitude
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

**Contract Duration:** 13 month, Fixed Term contract starting Monday 13<sup>th</sup> January 2025 to Friday 13<sup>th</sup> February 2026

### **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 5.00pm. Any time worked over 5 days each week will accrue lieu days. Evening sessions will run until 9pm and will count as half a day. Apprentices can expect to work up to 6 overnight duties per month. Overnight duties will include an evening session and sleeping onsite (on-call) and will count as one day. Duties will be worked in 2–3-day blocks of working the duties only, with the daytime off.

### **Benefits:**

**Training:** Channel Training, an external training provider, will provide training and support towards the Level 3 Outdoor Activity Instructor Apprenticeship. Further appropriate in-house and external training opportunities will be available through consultation with the Trainee Coordinator at Bendrigg Trust.

**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).

**Accommodation:** Accommodation is available in the trainee accommodation block. (£110 per month will be deducted at source for accommodation)

### **Relevant Dates**

**Closing date:** Midday on Sunday 3<sup>rd</sup> November 2024  
**Interviews:** Monday 11<sup>th</sup> November  
**Contract dates:** Monday 13<sup>th</sup> January 2024 to Friday 13<sup>th</sup> February 2026

Completed applications should be emailed to [vacancies@bendrigg.org.uk](mailto: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](mailto:sam@bendrigg.org.uk)