

Marrick Priory Outdoor Education Centre

Post of Instructor – Job Description

Marrick Priory is a Christian Outdoor Education Centre set in the heart of Swaledale in the Yorkshire Dales. It enjoys a fantastic setting on the banks of the River Swale and has a unique and historic atmosphere. It was founded 850 years ago as a Benedictine Priory but then dissolved by Henry VIII in 1540. In the 1960s the building was converted into an Outdoor Centre that has grown and developed over the years.

Marrick Priory is a Registered Charity and Company limited by guarantee with a strong link to the Diocese of Ripon and Leeds. There is a pro-active and supportive voluntary management committee who oversee the ethos, development, staffing and financial management of the centre.

The centre is busy all year round with schools, colleges, churches and youth groups who stay for mid weeks or weekends. We also run a day activities programme for non-resident groups from the local area. Groups often follow a broad programme of outdoor activities with the aim of developing personal skills, self-esteem and teamwork.

Staff

A total of 19 full and part-time staff work at the centre. These include: Head of Centre, Deputy Head of Centre, 5 Instructors, Housekeeper, Administrator, Handyman, Development Officer and 8 part-time Domestic staff.

Duties

Work with resident and non-resident groups in and around the Priory, in a caring, considerate and flexible capacity, putting the needs of visiting children and adults first.

Instructing and guiding outdoor education programmes to a wide variety of residential and day groups.

Assist with the development and maintenance of Priory facilities and equipment as required.

Assist other members of staff with duties associated with the running of a residential centre.

Qualifications and Experience

Experience in working with young people in the outdoors is essential

Personal experience in a broad range of outdoor activities e.g. walking, climbing, canoeing, orienteering, mountain biking, caving, archery, environmental activities, expeditions etc.

Some National Governing Body qualifications or evidence of training in areas such as: SPA, Summer ML, GNAS, Kayak and Canoe Level 2 coach, Local Cave Leader, BOF etc.

Current, full, clean driving licence with 2 years driving experience, preferably with D1 entitlement.

Current first aid certificate.

There should be a willingness to extend the range of experience and to undertake further training as required.

Personal Outline

Excellent interpersonal skills and a mature disposition are key qualities for this post. Applicants must have enthusiasm, empathy and patience to understand and work effectively with children and young people in the outdoor environment. A high standard of personal discipline and professionalism are required. All instructing staff must be able to work on their own and in a small team. Applicants need to be able to understand and communicate the value and benefits of Outdoor Education and support the Christian ethos of the centre.

Conditions of Service

Appointment

The appointment is a full time post. The date of commencement will be as soon as is possible for the person appointed.

Salary and benefit package

The salary range is currently £13,413 -£16,200p.a. (depending on experience and qualifications) Instructors have the opportunity to progress through salary increments as they gain experience and qualifications. Salaries are also reviewed annually in October in line with inflation. There is a tax free deduction of £33.11 a week to cover accommodation. The post holder receives a substantial benefit package worth over £6,000 p.a. This includes;

Fully furnished sole occupancy accommodation.

All meals provided on working days and days off.

The Employer meets the cost of council tax, heating, electricity, water, T.V, and telephone rental charges.

Use of broadband link and computer with email and Internet facilities and loan of Marrick Priory equipment.

Staff discount on equipment and use of Outdoor Equipment.

The post holder may live off site in which case there is no tax free deduction from salary but no accommodation allowance is available.

Other Benefits

The Priory assists with the cost of relevant NGB training and assessment courses. These are predominately undertaken within work time. Opportunities are available for the successful applicant to build on existing qualifications and broaden into new areas.

Working Arrangement

Considerable variations exist in work periods each week due to the differing needs of resident groups and time of year. When groups are resident we run a rota for evening and weekend work. When groups are not resident then working hours are usually weekdays 9-5pm.

Days off

These will be arranged on a rotational basis by agreement with the Head of Centre. For every 5 days worked you will be entitled to 2 days off.

Holidays

The holiday entitlement is 34 days including bank holidays. The Priory usually closes for 2 weeks at Christmas, 1 week at Easter and 2 weeks in the summer when there are no resident groups. The remaining 9 days leave allowance may be specified or taken at other times of the year by agreement with the Head of Centre.

Probation Period

The first six months will be regarded as a probationary period. The post is subject to satisfactory ongoing medical and CRB reports. There will be an ongoing review of the job description.

Application

Applications by email to office@marrickpriory.co.uk, or by post to:

The Head of Centre
Marrick Priory Outdoor Education Centre
RICHMOND
North Yorkshire
DL11 7LD

Closing Date: Monday 13th February 2012

Please include: **A letter of application explaining your interest, experience and suitability for the post**
Full CV
The names and addresses of two referees
(One referee should be your last employer or equivalent)

Please feel free to contact the Head of Centre if you would like an informal discussion.

Tel/Fax 01748 884434 or email: office@marrickpriory.co.uk