



Girlguiding UK
girls in the lead

**Application Information Pack
Trainee Activity Instructor
Fixed-term contract
Blackland Farm, Foxlease and Waddow
Summer Season 2012**

Introduction to Girlguiding UK

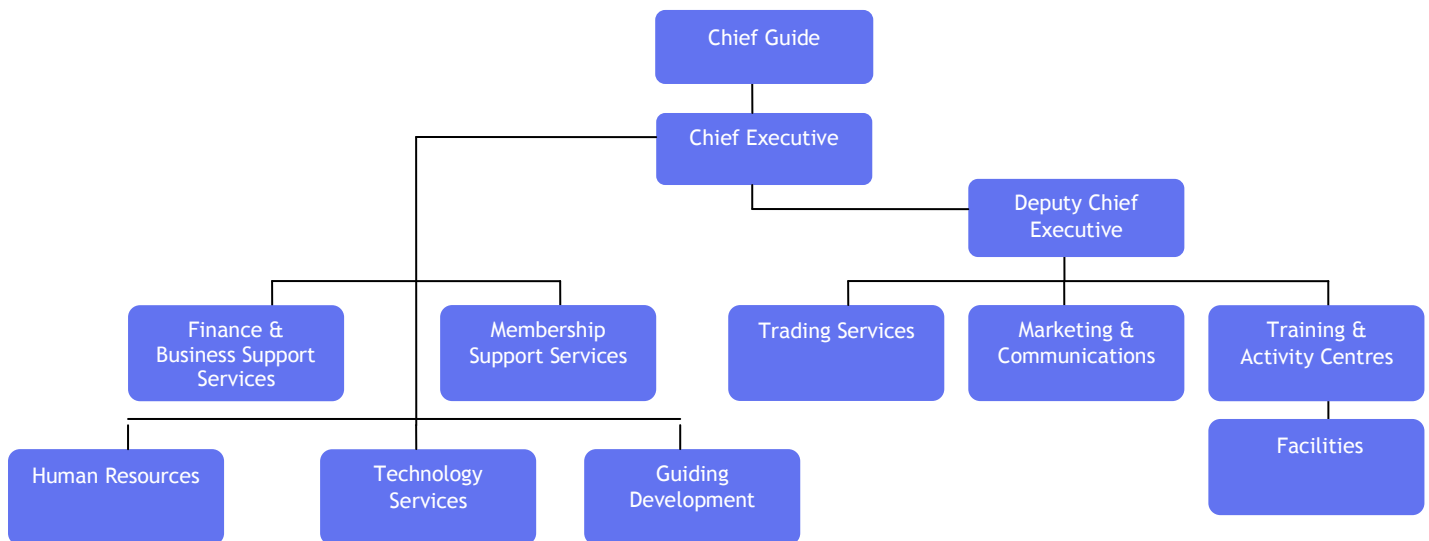
Thank you for your interest in the role of Trainee Activity Instructor at Blackland Farm, Foxlease or Waddow. This document provides information relating to the above vacancies and should be used for information purposes only. The information does not form part of the terms and conditions of employment.

Girlguiding UK

Girlguiding UK is the largest voluntary organisation for girls and young women in the UK, with more than half of the female population involved in guiding at some point in their lives. Through a range of exciting activities and challenges we provide opportunities for our members to gain self-confidence and self-esteem within a safe, female-only space.

We have over 170 employees at our Commonwealth Headquarters (CHQ) in London, Trading Services in Cheshire, and at Training and Activity Centres (TACs) throughout the UK.

Organisational Chart



The role of the Trainee Activity Instructor

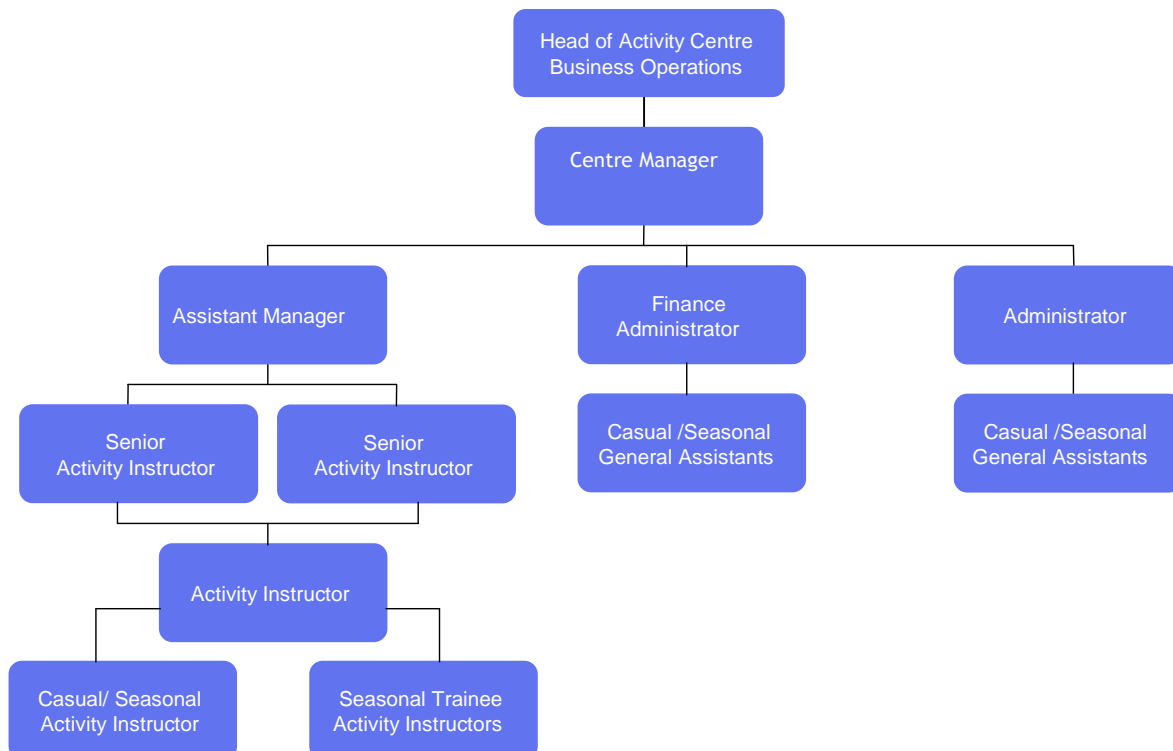
Girlguiding UK is currently recruiting for Seasonal Trainee Activity Instructors from March 2012 until October 2012 at three of our Training and Activity Centres - Blackland Farm (East Sussex), Foxlease (Hampshire) and Waddow (Lancashire) - and this role will reports to the Assistant Manager of the chosen site.

The Trainee Activity Instructor will be responsible for assisting with the instruction of groups of people of all ages in a range of activities, including archery and problem solving, as determined by the line manager and in accordance with training and qualifications, as well as ensuring that logs and accurate written records are regularly updated in connection with relevant activities.

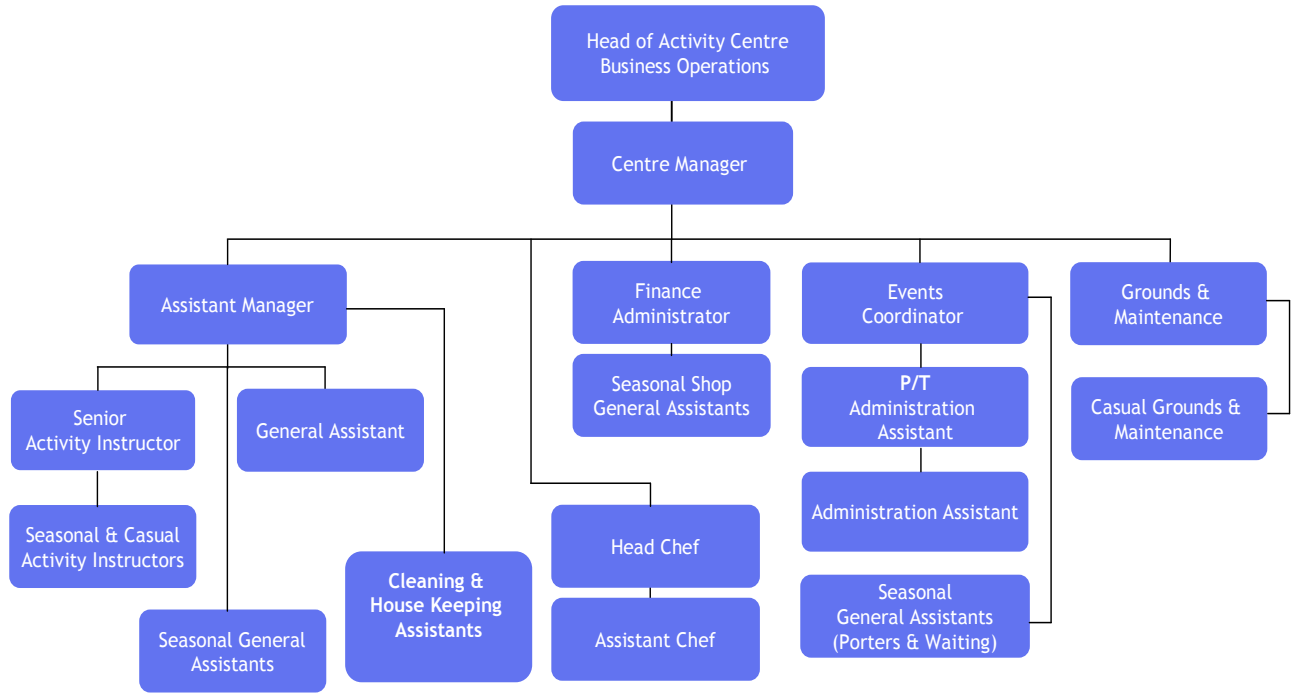
The successful candidate must be enthusiastic and have the ability to communicate effectively with customers of all ages, run safe and enjoyable activity sessions and work as part of a team and on their own initiative.

Please note that the core hours for the above-mentioned role are 20 hours per week and are flexible in line with the business needs of the centres. However, as our Training and Activity Centres are open seven days a week, the post holder may be required to work mornings, weekends and bank holidays.

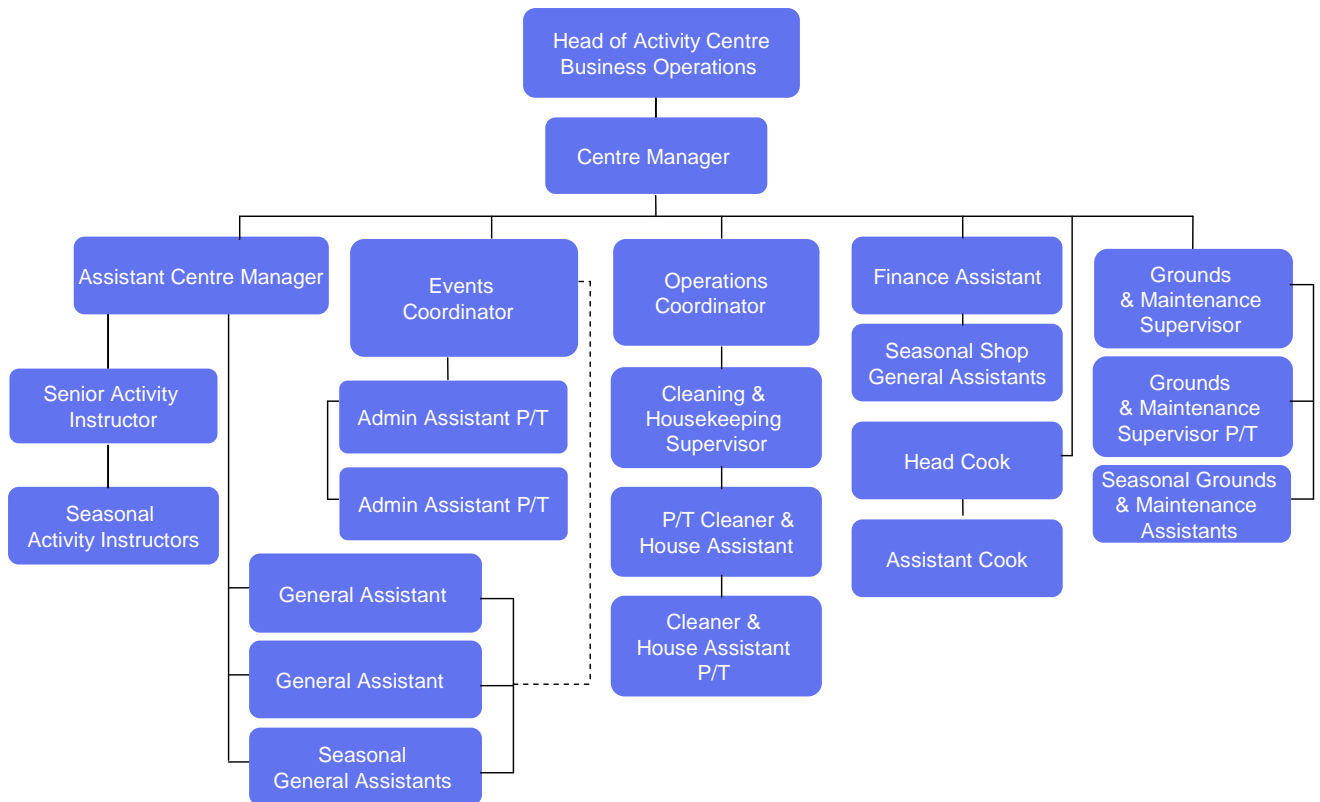
Organisation Chart - Blackland Farm



Organisation Chart - Foxlease



Organisation Chart - Waddow



Applications

Applications will be accepted until 31 March 2012. Please complete the application form and equal opportunities monitoring form and return them either by post to Human Resources, Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT or by email to hrvacancies@girlguiding.org.uk.

Candidates will be shortlisted on the basis of the application form. Those who are successful at this stage of the process will be invited to attend an interview.

Unfortunately, we are unable to give feedback to those who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.

Interviews

Interviews will be confirmed at a later date.

Please note that it is not Girlguiding UK's policy to reimburse applicants in respect of travel expenses to attend interviews.

Job Description

Basic job details	Grade:
Job Title: Trainee Activity Instructor	Reports to: Assistant Manager TAC
Department: Training and Activity Centre	
Overall purpose of job	
To assist with and in specific instances organise and deliver activity sessions, in order to maximise the use of the centre and in accordance with the needs of the client.	

Main areas of responsibility
<p>To assist with the instruction of groups of people of all ages in a range of activities, including archery and problem solving, as determined by the line manager and in accordance with training and qualifications (for lists of activities, please see information on each site).</p> <p>To assist qualified instructors in the delivery of activity sessions including canoeing, kayaking and climbing.</p> <p>To maintain facilities in line with defined standards.</p> <p>To ensure that equipment is maintained and stored in line with defined standards and to test equipment prior to use, and at regular intervals, to ensure safe and effective operation.</p> <p>To ensure that logs and accurate written records are regularly updated in connection with relevant activities.</p> <p>To assist with the planning and delivery of training sessions in line with agreed objectives and consistent with the physical abilities of the group and the National Governing Body objectives.</p> <p>To ensure all participants have an enjoyable learning experience and will want to return again.</p> <p>To complete any documentation required relating to group sessions eg individual record cards, assessments and any other relevant documentation.</p> <p>To deal with as appropriate and report any safety hazards to the line manager at the earliest opportunity.</p> <p>To administer first aid (if qualified) or to ensure that first aid/medical assistance is called at the earliest opportunity if an accident occurs on session.</p> <p>To ensure that any accidents are recorded in the accident book and that a full report is made of the circumstances surrounding it so that preventative measures can be taken for the future.</p>

To be aware that the Centres represent the public face of Girlguiding UK and to conduct all activities in a manner which promotes and enhances the organisation's image and reputation.

Knowledge and skills

A full, clean driving licence.

A first aid qualification and/or current National Pool lifeguard qualification.

The ability to follow procedures and systems of work to ensure that safety is maintained.

The ability to communicate effectively with customers of all ages.

Enthusiasm and the ability to run safe and enjoyable activity sessions.

The ability to deal sympathetically and effectively with customer problems and difficult situations.

Problem solving

Able to assist customers with queries or refer to the line manager as appropriate.

Planning & decision-making

Planning ahead to ensure customers' requirements are met.

Interpersonal skills

The post holder will need to establish positive working relationships with customers and colleagues.

Additional information

To undertake any other duties that may be reasonably be required to fulfil the duties of this post.

Terms & Conditions

Contract Type

This post is a fixed-term contract for 20 hours per week for a duration agreed by the centre.

Location

You will be based at Girlguiding Blackland Farm, Grinstead Lane, East Grinstead, Sussex RH19 4HP, or Foxlease, Clay Hill, Lyndhurst, Hants S043 7DE, or, Waddow, Clitheroe, Lancashire BB7 3LD.

However, on occasions you may be required to perform your duties, on a temporary or permanent basis, from any other Girlguiding UK premises within a reasonable travelling distance of this location. You may be required to travel inside the UK on business of the Association.

Salary/Rate

You will be paid a salary of £6.28 per hour.

Working Hours

The core hours of this post are approximately 20 hours per week. They are flexible and will vary in line with the business of the Training and Activity Centre, but they will be worked over five/six days per week. As the Training and Activity Centres are open seven days a week, you may be required to work mornings, nights, weekends and bank holidays.

Probationary Period

The post will be subject to a probationary period dependent on the duration of the contract.

Length of Contract	Probationary Period
Up to 3 months	1 week
Up to 6 months	1 month
Up to 9 months	2 months

Medical and Holidays

25 days' paid holiday pa plus bank holidays. This increases after two years' services as on 1 January to 26 days and then a further one day for every two years of service, up to a maximum of 30 days for 10 years' service and above. Holidays and bank holiday allowance will be pro-rata for part-time and fixed-term employees.

Medical and Criminal Records Check

This post involves substantial access to young people and it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you submit a disclosure application to the Criminal Record Bureau.

Employment is subject to satisfactory receipt of a medical and criminal records disclosure check.

Terms & Conditions

Notice Period

The minimum notice period required by both parties is as follows:

Length of Contract	Notice
Fixed term up to 3 months	1 week
Fixed term up to 6 months	2 weeks
Fixed term up to 9 months and above	4 weeks

Benefits

Pension Scheme

Upon completion of three months' service you will be eligible to join the Girlguiding UK Group Personal Pension scheme. The scheme is contributory. Full details are available from Human Resources.

Simply Health

You will have access to a voluntary healthcare plan that provides cash to employees to cover the cost of everyday healthcare, dental and optical bills.

For more information regarding the employee benefits at Girlguiding UK, please refer to the Employee Benefits Guide in the benefits section of the website.