

SPORT NORTHERN IRELAND
TOLLYMORE NATIONAL OUTDOOR CENTRE
INSTRUCTOR DEVELOPMENT PROGRAMME 2014-2015
PERSONNEL SPECIFICATION

Position Title: Participant, Instructor Development Programme
Reporting To: Head of Mountaineering
Training Allowance: £75 per week (Accommodation and food is provided to all Instructor Development Programme Participants)

1.0 QUALIFICATIONS

Essential Criteria

1.1 No formal qualifications are necessary

Desirable Criteria

- **Full D1 Driving Licence
- **Completed skills and / or leadership training in one or more of the following areas:
 - Hillwalking
 - Canoeing or kayaking
 - Rockclimbing
 - Mountain Biking
 - Orienteering
- Completed leadership training in other sports

2.0 RELEVANT EXPERIENCE (in an employed or voluntary capacity)

Essential Criteria

- *Demonstrable experience of dealing with the public
- *Demonstrable customer service experience
- *Currently active as a participant in at least one of the following adventure sports:
 - Hillwalking
 - Canoeing or kayaking
 - Rockclimbing
 - Mountain Biking
 - Orienteering

Desirable Criteria

- **Demonstrable experience of working or assisting on adventure activity courses or programmes or similar
- **Demonstrable experience of dealing with cash and using a till

3.0 KNOWLEDGE AND SKILLS

Essential Criteria

- Knowledge and understanding of a range of national governing body award schemes for mountaineering, canoeing, rock climbing and mountain biking.
- Demonstrable written and oral presentation skills
- Good communication skills
- Competent in the use of Microsoft Office software
- Ability to work under pressure

4.0 DISPOSITION

Essential Criteria

- Must be able to act on personal initiative and take decisions within agreed guidelines
- Good qualities of judgement and reasoning.
- Excellent interpersonal skills with the ability to contribute to a team
- Polite and friendly manner
- Good level of fitness

5.0 CIRCUMSTANCES

Essential Criteria

- *Must be available to work irregular and unsociable hours including overnight stays, weekends and on occasions for extended periods
- *Must be able to live on site during the working week

*Only those applicants who clearly demonstrate relevant qualifications and relevant experience of essential criteria will go forward to the next stage in the recruitment and selection process.

**The desirable criteria may be used for short listing if required.