



- Maximising the power of sport to change lives •

JOB DESCRIPTION

Job Title: Participant Instructor Development Programme

Grade: Trainee

Salary Scale: £6,800.00 per annum

Department: Participation & Facilities

Location: Tollymore National Outdoor Centre

Responsible to: Head of Mountaineering

Duration: 12 Months

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland.

Sport NI is the main statutory body, through which public funding for sports in Northern Ireland is channelled. Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives. By 2025, we want the power of sport to be recognised and valued by all.

Overall purpose of job:

The overall purpose of the job is to give IDP participants an opportunity to gain a range of NGB qualification in outdoor adventure sports whilst living and working in a National Outdoor Centre over a 12 month period. The job also entails a range of duties listed below which ensure the smooth running of the centre whilst offering an insight into the operations and running of a National Centre. Those completing the programme contribute greatly to the work force in the outdoor adventure industry.

Participants will attend Tollymore National Outdoor Centre five days per week, which will include weekends. Participants will be required to live on site during their working week. The working week will be divided between specific operational duties associated with 'Duty Instructor', 'Assistant Instructor', 'Stores/Centre Assistant' duties, the remainder of the time will be used to maximise training opportunities alongside full time instructional staff and casual instructional staff. A detailed work programme will be completed in advance, to allow for attendance on courses, gaining personal experience and co-ordination of duties.

Full time instructional staff will help with training plans, offer advice and discuss training opportunities.

Duties and Responsibilities:**General Responsibilities:**

Participants in the Instructor Development Programme (IDP) will be responsible for

- Maintaining a personal training log
- Attending formal training courses, as required
- Attending specific informal training, as required
- Planning and gaining personal experience outside formal and informal training.
- Fulfilling specific operational duties
- Living on site during the working week

Assistant Instructor Duties and responsibilities

- Participants on the IDP will be required to complete duties to assist the full time instructional staff and casual workers at specific times during their work rota.

Stores/Centre Assistant Duties and Responsibilities

- Participants on the IDP will be required to assist with general stores, reception and office duties at specific times during their work rota.

Duty Instructor (DI) Duties and responsibilities

- Participants on the IDP will be required ensure the safety of Tollymore residents and the security of the building during the evening and at night, particularly in case of fire.

Those associated with general duties in the centre

- Occasionally, during busy periods, or periods when housekeeping and maintenance staff are unavailable, IDP participants may be required to assist with general duties in the centre.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.