



## **Bushcraft / Living Heritage / Land Based Instructor**

### **Who we are looking for:**

Willowgate Adventure Centre is currently seeking a highly motivated, experienced and appropriately qualified Bushcraft / Living Heritage / Land Based instructor to join us on a full-time permanent basis as of March 2025. Could this be you?

The successful candidate for this post will bring a significant amount of expertise to the table and play a pivotal role in taking an established and respected operation to the next level in terms of delivery output and ongoing business development.

You should be well versed in the inner workings of an activity centre / outdoor education / heritage-based learning setting and hold demonstrable aptitude for delivering land-based programmes of education to a cross section of clientele including Stag / Hen groups, corporate events, schools, vulnerable adults and additional learning support needs. A full clean driving licence is essential as some offsite work may be required.

This is a brand-new post that will allow for creative input and development to assist with expansion across the existing land-based offering at Willowgate. This role will heavily focus on the growth of our existing Bushcraft offering with the addition of bringing to life a programme of living history and heritage associated with the ancient inhabitants of the local area, as well as many of the traditional countryside skills that have been relegated to the history books.

This Hybrid role will be split between practical hands-on delivery to a 5\* level of a number of land-based activities to include Bushcraft, Archery, Air Rifle, Laser Clay and Fishing, as well as the development of living history and habitat protection aspects that tie into our wider charitable aims.

You will not be alone in your endeavours and will be expected to guide and qualify junior members of the team to deliver and interpret to the same high standard. You will also be working in close cooperation with the Operations Manager and existing staff to ensure best practice and effective communication at all levels.

We are seeking the right individual with a range of coaching qualifications with an emphasis on level 3 Bushcraft and curriculum appropriate history / environmental education teaching.

Proven leadership abilities as well as strong instructional and mentoring techniques are crucial to the success of this role. You will lead from the front with a calm, flexible and consistent approach and have the ability to respond positively to any challenges that may arise at a busy centre or on a field trip / expedition.

### **Key Areas of Responsibility**

- Senior leadership for Land Based activities and education initiatives
- Training & Development of junior team members to a high standard o
- Development and implementation of new business and education ventures in collaboration with line managers.
- Quality Assurance including that of the delivery team, customer service and product
- Responsibility for the health and safety of staff and clients
- Equipment Management including overall safety, sourcing and disposal using responsible means
- Working with Line Manager to monitor and advise on Continuous Professional Development

### **Lead and inspire team from the front**

- Key link between schools' education and Willowgate
- To advise on environmental education / biodiversity / history and living heritage relating to the aims of the organisation

### **Officer Roles**

Activity Related Health and Safety Officer, First aid leader, Fire Marshall, key holder

People Management | Responsibility Supervisor of

- Activity Instructors
- Assistant Activity Instructors
- Schools and adult learning leaders

### **Daily Operations Management**

- Co- organisation of team logistics on a daily basis with Operations Manager / Head instructor
- Co - managing daily health and safety challenges with Head of Operations / Head Instructor
- Co - management of group arrivals and onward logistics
- Overseeing activity- staff (land)
- Management of equipment & activity areas
- Weekly meeting with Line Manager to report on challenges and achievements
- Daily communications briefings
- Complete annual Personal Development Reviews with Activity based staff.

### **Customer Journey & Feedback**

- Ensure that the delivery team offer the best possible customer journey with regular monitoring, review and training
- Ensure that instructor staff run fun, safe and activities that meet the Willowgate Ethos
- Ensure regular staff observations are completed to ensure safety and quality delivery at the **centre**.

### **Marketing & PR**

- Act as an ambassador for Willowgate.

## Sales

- Support Activity staff to be able to upsell where possible.

## Health & Safety

- Ensure all activity-based health and safety is in place, that the team are well versed in standard operating procedures and expectations and that all practices are industry standard and regularly reviewed
- Ensure Risk Assessments & Standard Operating Procedures are in place and checked annually
- Monitor incidents and complete risk management and accident reduction plans and processes
- Ensure all activity staff are aware of and adhere to risk assessments and operating procedures
- Report and Record Accidents to Line Manager
- Ensure all staff complete annual refresher training in all areas
- Ensure all staff have competency sign offs in place and have capacity to deliver activities
- Ensure all equipment is kept up to date and usable
- Ensure the practices of the centre match the procedures put in place
- Assist on staff CPD
- Working with the Head of Operation to Ensure that the right staff are employed to get the job done

## Training & Development

- Discuss personal training opportunities for yourself with Line Manager to ensure your Continued Professional Development in the best interests of the organisation
- Identify key areas of development & Continued Professional Development for all Activity based staff
- Act as a leader & mentor to junior activity-based staff to support them to develop existing and new skills.
- Work in close collaboration with Operation Manager to ensure synchronisation of team movement and high level of communication together.

## Culture

- Maintain a can do and positive attitude at all times.
- Ensure a strong team bond within the activities team and manage any discontent.
- Ensure that Willowgate Values are driven throughout the team environment.
- Instigate strong and positive working culture throughout the organisation
- Lead on customer values and delivering the best possible experience to clients always

## Mental Health & Wellbeing

- Manage own workload to ensure you don't become overwhelmed
- Where required, talk to the line manager about workload and any reasonable adjustments that might need to be made
- Support all activities-based staff to be able to thrive and manage their workload appropriately
- Promote internal Employee Assistance programme and HR

## Recruitment

- Lead on recruitment of all activity-based staff.

You will be an integral part of the team and will use your life skills and considerate / caring approach to foster a great working culture throughout.

### **Remuneration and Benefits**

Based on 40 hour a week, in return for your commitment to this role we offer a salary of £34,000 a year with an annual £1,000 contribution towards continuous professional development, along with 28 days holiday (including Bank Holidays).

Willowgate Adventure Centre is an inclusive organisation which actively promotes equal opportunities. We welcome all applications from a wide range of candidates and proudly support ex armed forces.

If this role has piqued your interest and you feel that you have what it takes to assist us by taking Willowgate Adventure Centre to the next level, then we would be delighted to hear from you.

**Please send us your CV and a brief cover statement to highlight your background and why you feel that you would be a strong candidate for consideration. ([Matt@tayandearntrust.org](mailto:Matt@tayandearntrust.org))**

## **Application deadline closes at midnight on 10th January 2025**

### **Essential and Desirable Qualifications**

**Bushcraft Level 3 or higher (Essential)**

**Archery GB (Essential)**

**MBL Level 2 or above (Essential)**

**National Navigation Award provider (Essential)**

**Duke of Edinburgh assessor (Essential)**

**Duke of Edinburgh supervisor (Desirable)**

**Forest School Leader (Desirable)**

**Mountain leader (Desirable)**

**Rock climbing instructor (Desirable)**

**All applicants must have a clean UK driving licence and a Level 3 First Aid Course (or be willing to obtain before commencing work)**