

<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	UKSA Seasonal Senior Instructor
<b>Reporting to:</b>	Watersports Chief Instructor
<b>People/Team Management:</b>	Watersports Instructors / Land based Instructors
<b>Band:</b>	B5
<b>Key Purpose:</b> <ul style="list-style-type: none"> <li>• To provide exceptional standards of delivery afloat &amp; ashore to all UKSA clients</li> <li>• To ensure the safety of students at all times</li> <li>• To comply with UKSA Standard Operating Procedures, governing bodies and the law</li> <li>• As Senior Instructor to lead &amp; Support instructors helping them create successful sessions</li> </ul>	
<b>The duties and responsibilities will include, but are not limited to:</b> <ul style="list-style-type: none"> <li>• To perform the role of Senior Instructor afloat,</li> <li>• Checking session plans, briefing instructors and provided instructors with feedback</li> <li>• Support the Chief Instructor in departmental management and day to day operations</li> <li>• Deliver staff training and identify needs to ensure current staff skills match the developing business needs</li> <li>• Providing a strong customer focus at all times.</li> <li>• Ensuring the safety of everyone under your supervision and adherence to SOPs.</li> <li>• Support the delivery team through mentoring, guidance and training.</li> <li>• Deliver a high quality of supervision / education to groups assigned to you, while maintaining a Senior Instructor focus</li> <li>• To support the UKSA Training Department with any other tasks as required.</li> <li>• Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA</li> </ul>	
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements.</li> <li>• Fully prepare for and support the Watersports Manager and Chief Instructor in all external audits and inspections.</li> </ul>	
<b>Individual/Team Performance and Development</b> <ul style="list-style-type: none"> <li>• Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA</li> <li>• Understand your objectives and how these fit in with individual, team and business performance</li> <li>• Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager</li> <li>• Ensure personal qualifications and awards are up to date and valid.</li> <li>• Ensure CPD is undertaken in line with Chief Instructor guidance.</li> </ul>	
<b>General</b> <ul style="list-style-type: none"> <li>• Comply with and promote UKSA equality and diversity, data protection and health &amp; safety policies and procedures.</li> <li>• Make a commitment to deliver excellent customer service.</li> </ul>	

This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>○ Understanding of Safeguarding and Health and Safety</li> <li>○ Awareness of wider industry operation and influences relating to staff management</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Rota management</li> <li>○ Knowledge of mentoring models</li> <li>○ Formal evidenced safeguarding training</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>○ RYA Senior Dinghy Instructor or RYA Senior Windsurf Instructor</li> <li>○ Keelboat Endorsement</li> <li>○ Powerboat instructor</li> <li>○ First Aid qualification (in date)</li> <li>○ Full clean driving licence</li> <li>○ RYA Safe and Fun</li> <li>○ Current, valid Enhanced DBS certificate</li> </ul>	<ul style="list-style-type: none"> <li>○ Multihull Endorsement</li> <li>○ UKCC / BCU Kayak Level 1 Coach</li> <li>○ SUP Coach Level 1 or Instructor</li> <li>○ RYA Racing Instructor</li> <li>○ Safeguarding Level 2</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>○ Relevant recent group leading and coaching experience</li> <li>○ Proven Staff coaching, mentoring and training (CPD)</li> <li>○ Evidence in working as a senior instructor at a multi activity centre</li> </ul>	<ul style="list-style-type: none"> <li>○ Relevant teaching experience</li> <li>○ Proven staff supervision and management (performance, attendance, conduct etc)</li> <li>○ Experience in team building games &amp; other land based activities such as orienteering, Soft Archery Etc.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>○ High professionalism and personal integrity, as a positive role model</li> <li>○ Work well under pressure and with the ability and flexibility to deal with short notice changes.</li> <li>○ Demonstratable teaching, leading and coaching skills</li> <li>○ Strong communication at all levels</li> <li>○ Proven ability to motivate and inspire</li> <li>○ Strong team player and team leadership</li> </ul>	<ul style="list-style-type: none"> <li>○ Use of Microsoft Office – Word, Excel, Powerpoint and Outlook</li> <li>○ Coordination of Social Media communications</li> </ul>