



Application Information Pack

Activity Instructor

Seasonal Contract, Casual Contract

Coltishall, Norfolk NR12 7JN

Introduction to Girlguiding Anglia

Thank you for your interest in becoming a member of the Activities Team at Hautbois Activity Centre. This document provides information relating to the above vacancy and should be used for information purposes only. The information does not form part of the terms and conditions of employment.

Hautbois Activity Centre

Hautbois Activity Centre is set in the Norfolk countryside and is an expert provider of outdoor adventures and opportunities for learning and discovery.

Owned by Girlguiding Anglia, Hautbois offers a wide range of outdoor activities and residential opportunities. Our customer base includes Guiding and Scouting, youth groups, schools and colleges, as well as corporate and private event bookings.

Set in a 28-acre woodland estate on the outskirts of Coltishall, indoor accommodation is provided at Hautbois House, a large twelve-bedroom house catering for residential groups of up to 59. In addition, Hautbois has seven campsites (with a maximum capacity of 350), plus the Reedcutters' Village, a residential village sleeping 60 in Reedcutters' huts, and over 25 adventurous outdoor activities, including abseiling, climbing, archery and water activities on the River Bure.

Its work changes throughout the year with the main peak season running from April to October. There are currently 12 full-time and 1 part-time staff members, and other staff are employed as required during busy times.

Hautbois Activity Centre website: www.hautbois.org.uk

About Girlguiding Anglia

Girlguiding Anglia is one of the nine Countries and Regions of Girlguiding, the UK's leading charity for girls and young women. The Region covers the following counties - Bedfordshire, Buckinghamshire, Cambridgeshire (West and East), Essex (West, North East and South East), Hertfordshire, Lincolnshire South, Norfolk, Oxfordshire and Suffolk.

We are dedicated to enabling girls and young women to develop their potential and to make a difference in the world. Guiding offers girls and young women a space where they can be themselves, build friendships, gain valuable skills and make a positive difference to their communities. Our dedicated volunteers run Rainbow, Brownie, Guide and Ranger groups throughout Anglia regions twelve guiding counties.

Girlguiding Anglia is a volunteer-led organisation, with all employees working in partnership with our members for the benefit of girls, young women and volunteers. The policy and decisions regarding the Region are overseen by trustees, who are all volunteers, and the CEO who is a paid member of staff.

For more information please go to Girlguiding Anglia's website: www.girlguiding-anglia.org.uk

Activity Instructor

Hautbois Activity Centre is looking for Multi Activity Instructors to work closely with the Activities Team to ensure the smooth running of the estate.

We are looking for someone with an enthusiastic and positive outlook who can bring to the role a variety of skills and experience across the key areas shown in the job description, including the ability to work on their own as well as part of the team.

Working Hours: 20hr per week or casual contract

Salary: £8.97 per hour

Duration: Seasonal, dependent on contract and availability.

Applications:

Please complete the **Application Form and Equality & Diversity Monitoring Form** located at the end of this pack. CV's are not accepted.

Return your application by email to: roryh@hautbois.org.uk

or by post, marked private and confidential to:

Rory Howard
Activities Department
Hautbois Activity Centre
5 Great Hautbois Road
Coltishall
Norwich
Norfolk, NR12 7JN

Closing Date for Applications: Outlined individually in correspondence.

Shortlisting: Candidates will be shortlisted on the basis of the application form.

Interviews:

If you have not heard about the outcome of your application by your agreed date, please assume you have been unsuccessful on this occasion.

We are always happy to discuss your application. Please feel free to contact us if you wish to discuss the application process or decision making.

Job Description

Post: Activities Team: Instructor

Responsible to: Hautbois Committee

Line management: Activities Manager

Purpose

To be a proactive member of staff and assist with all aspects of running the centre as required.
To ensure activities are enjoyable, run professionally, safely and in accordance with the Hautbois Activity Policy.
To be the 'face of Hautbois' and promote a fun and challenging environment for our site users.

Main Duties for the Post

- To instruct and supervise groups in all activities to the highest standard.
- Receive training where necessary to the required levels in order to run quality sessions in accordance with the Hautbois Activity Policy.
- To assist senior staff and supervisors in centre matters where appropriate.
- Assist with all camping matters including tent pitching and maintenance to camping equipment.
- To be responsible for participants visiting at Hautbois including welcoming groups to site and being a point of contact throughout their stay.
- Follow the centres lesson plans and safe operating procedures at all times when running sessions.
- Promote participant achievements and groups goals and to deliver learning outcomes set out by the group leaders.
- To assist in maintenance of all activity equipment to ensure it is kept in good order, stored securely and safely and that self-instructed groups leave it in a similar manner, including keeping accurate records as required.
- To assist with site maintenance as required and as appropriate.
- To implement the Health and Safety Policy and ensure best practice at all times.
- Assist as required with reception duties in the House, including meeting guests and giving welcome talks.
- Assist as required with indoor duties as needed to ensure the smooth operating of the House.
- Keep all matters relating to Girlguiding Anglia, Hautbois and site visitors confidential and to handle all data responsibly in accordance with GDPR (2018).
- Any other duties which may be reasonably required.

Relationships

- Establish close and constructive working relationships with colleagues in the Activities team and across the Hautbois Activity Centre staff team.
- Ensure tactful, diplomatic, positive and constructive engagement with guests, contractors and suppliers.
- Instruct and assist volunteer staff members, as required.


Operational Delivery
<ul style="list-style-type: none"> Adhere to the Region's Health & Safety policy and ensure that best practice in Health & Safety is followed and all relevant requirements are adhered to, including ensuring that appropriate warning signs are used and taking ownership of Health & Safety for themselves and others at work.
<ul style="list-style-type: none"> Maintain equipment and materials in a clean and safe working order, and ensure the activity stores, Paddlesport sheds and other accessible areas are tidy and organised

Working With
<p>The role will include working closely with:</p> <ul style="list-style-type: none"> Instructing staff and volunteers Activities Manager & Deputy Centre and Estate Manager Centre Manager Hautbois Activity Centre staff teams

Additional Information
<ul style="list-style-type: none"> Regular weekend and evening working will be required.

Line Manager	Activities Manager
Working Hours	Dependent on contract and business need
Location	Hautbois Activity Centre, Coltishall, Norfolk. NR12 7JN
Contract type	Seasonal/ Casual
Salary	Upon Application

This is an outline job description designed to give an overview of the responsibilities of the role. We expect the job holder will work flexibly, responding to organisational needs and changes as they occur. You will also contribute to the wider corporate and organisational needs of Girlguiding Anglia.

	APPLICATION FORM	PRIVATE AND CONFIDENTIAL
	Candidate ID No <i>(office use)</i> : _____	
ROLE APPLYING FOR: Activity Instructor		

The information on this page will not be seen by the shortlisting/ interview panel (if applicable)

PERSONAL DETAILS			
First names			
Surname (Family name)		Mrs / Miss / Ms / Mr / Other _____	
Home Address			
		Postcode	
CONTACT DETAILS		Please provide the following contact details on which we may contact you with discretion.	
Home		Mobile	
Work		Email	

DECLARATION BY APPLICANT		
<p>I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.</p> <p>I agree that the information I have supplied can be stored on computer or held manually in accordance with the General Data Protection Regulations (2018).</p> <p>I consent to Girlguiding Anglia (and their professional advisers) using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.</p> <p>I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that Girlguiding Anglia will retain the form for 6 months after which time it will be destroyed. I agree that Girlguiding Anglia may contact me in the event of there being any other vacancies for which I may be suitable.</p> <p>We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation.</p>		
Name: <i>(please print)</i>	Signed:	Date: / /

Application forms can be made available in alternative print formats upon request.

Please complete this form in full electronically and either print it and mail it to:

By email to: roryh@hautbois.org.uk

By post to: Hautbois Activity Centre, 5 Great Hautbois Road, Coltishall, Norwich, Norfolk, NR12 7JN

EMPLOYMENT HISTORY

Starting with your most recent job, please give a summary of employment, including any freelance and relevant unpaid work.

NOTICE REQUIRED IN CURRENT POST:

Name of Employer:

Employer Address:

Dates of Employment:

Job title and final salary:

Brief details of responsibilities:

Name of Employer:

Employer Address:

Dates of Employment:

Job title and final salary:

Brief details of responsibilities:

QUALIFICATIONS AND TRAINING

Starting with the most recent, please give details of your education, qualifications and training relevant to this application.

DATES	NAME OF EDUCATION INSTITUTION OR TRAINING PROVIDER	QUALIFICATIONS OBTAINED INCLUDING GRADES <i>(if applicable)</i>

**Should you be offered employment we may ask you to provide evidence of relevant qualifications, dates gained and/or details of awarding bodies.*

SKILLS, ABILITIES & EXPERIENCE

Please use the Job Description and headings taken from the Person Specification to outline the skills, experience, knowledge and any other abilities you have gained **that are relevant to the job** for which you are applying. Examples can be from paid employment, unpaid/voluntary work, work at home, and/or through your studies. Provide clear explanations of what you have done demonstrating the extent to which you believe your skills, abilities and experience meet the job requirements, and which you believe makes you suitable for the post. Please limit your statement to no more than 2 sides of A4.
Please do not attach your CV as this will not be considered.

CONFLICT OF INTEREST

Are you related to current or former employees, committee members or a member of any other official guiding body? (this will not affect your application)

NO

YES

If Yes please give details here:

REFERENCES

Please give the full details of two referees. These should be your two most recent employers, including your present employer where applicable.
 Personal or academic referees should be given only when there is no previous employer to which references can be made.

	REFERENCE 1	REFERENCE 2
NAME		
POSITION		
ADDRESS INC POSTCODE		
PHONE		
EMAIL		
RELATIONSHIP TO YOU		

Can references now be taken up with Your 1st referee? Yes No

Your 2nd referee? Yes No

OTHER

Please tell us where you saw the job advertised

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UK WORK RESTRICTIONS

Are there any restrictions on you taking up employment in the UK? No Yes

Do you need a work permit to take up employment in the UK? No Yes

Details of restrictions *(if applicable)*

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Please complete an equality and diversity monitoring form and send along with your application.

Thank you for completing the application form. If you have any questions, please feel free to contact the hautbois team.

01603 737357 #2

roryh@hautbois.org.uk



EQUALITY AND DIVERSITY MONITORING

PRIVATE AND CONFIDENTIAL

Girlguiding Anglia is committed to fair and equitable treatment for all job applicants. The information on this form will only be used to monitor recruitment and will not be used in the selection process. We hope you will want to complete this form. However, if you choose not to your application will not be adversely affected.

JOB APPLIED FOR	WHERE DID YOU LEARN ABOUT THE VACANCY?

PERSONAL INFORMATION

AGE GROUP	<input type="checkbox"/> Under 21 <input type="checkbox"/> 22-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61 and Over <input type="checkbox"/> Prefer not to say
SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
ETHNICITY	<input type="checkbox"/> White: <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other (<i>please specify</i>) _____ <input type="checkbox"/> Mixed: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Asian <input type="checkbox"/> Other (<i>please specify</i>) _____ <input type="checkbox"/> Asian: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistan <input type="checkbox"/> Bangladesh <input type="checkbox"/> Other (<i>please specify</i>) _____ <input type="checkbox"/> Black: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other (<i>please specify</i>) _____ <input type="checkbox"/> Other: (<i>please specify</i>) _____ <input type="checkbox"/> Prefer not to say
RELIGIOUS BELIEFS	<input type="checkbox"/> Christian <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Sikh <input type="checkbox"/> None <input type="checkbox"/> Other (<i>please specify</i>) _____ <input type="checkbox"/> Prefer not to say
SEXUAL ORIENTATION	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (<i>please specify</i>) _____
DISABILITIES	Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say

ADDITIONAL NEEDS

If you have any other access or additional needs, please state them below:

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Thank you for completing the monitoring form.

If you have any questions, please feel free to contact the Hautbois team. roryh@hautbois.org.uk