**JOB DESCRIPTION**

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| Competition Title: | Outdoor Education Centre Instructor Panel |
| Grade: | Outdoor Education Instructor |
| Reporting To: | Outdoor Education and Training Centre Manager |
| Tenure: | Temporary Part-Time Substitution Cover |
| Location: | Shielbaggan Outdoor Education & Training Centre, Ramsgrange or Forth Mountain |
| Applications to: | [By](mailto:By) email to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | This is a confined competition. |

**Summary of Position**

Waterford And Wexford Education and Training Board provide Outdoor Education services at Shielbaggan Outdoor Education & Training Centre and Hubs in Forth Mountain and Bunclody, Co. Wexford.

Our programmes are offered on a non-residential basis using the Outdoors and Adventure Sports as a medium for personal and social development. We offer programmes at all levels from Introductory Skills to Instructor Training and Assessment. Children aged 8 years + to adults of all ages attend the centres. The majority of learners are attending from schools or Further Education and Training Colleges.

The successful candidate(s) will instruct and lead individuals and groups in the various activities organised by the Centre having regard to the educational ethos of the Centre. Outdoor Education Instructors are required to work evenings, overnights and Saturdays (Sundays occasional).

For more detailed information on our Centre please visit: <https://www.shielbagganoec.com/>.

**Successful applicants will be placed on a panel to fill any part-time substitute vacancies for a period of up to 12 months after the interviews are held.**

**Requirements**

* Instructor/ Leadership Qualifications in at least two of the following sports:

Kayaking, Canoeing, Hillwalking, Mountain Biking, Rock Climbing, Orienteering & Archery.

* Current Adventure Sports First Aid Qualification.
* Candidates will ideally have experience working in an Outdoor Education or Adventure Centre.
* Excellent communication and interpersonal skills.
* High levels of personal motivation, adaptability and creativity.
* Ability to work under pressure and to set timetables.
* Good organisational skills.
* The ability to work on their own initiative and as part of a team.
* Commitment to maintaining a culture and ethos appropriate to Outdoor Education.

**Desirable Criteria**

* A QQI or Third level qualification in Outdoor Education or a related area.
* Skills and experience in related areas such as Campcraft, environmental education, Team Challenges etc.
* Full Clean Driving Licence Minibus A D1 or ED1.

**Main Duties**

The duties of Outdoor Education Instructor include:

* To instruct & lead individuals & groups in the various activities organised by the Centre having regard to the educational ethos of the Centre.
* To operate all activities according to required operational standards & best practice as set out in the Centre Operations manual.
* To be responsible for the safety, instruction, supervision and enjoyment of those in his/her care.
* To be responsible for the maintenance, storing and control of all centre equipment and property.
* To be actively responsible for the supervision & direction of groups during non-activity periods such as mealtimes and before and after activities until such time as responsibility has been handed over to group leaders or another member of staff.
* To communicate effectively with the Centre Manager & Senior Instructor on all issues.
* To maintain appropriate skill, fitness and qualification levels so as to enhance instructional performance.
* To maintain appropriate records for group visits, programmes and accidents/ incidents.
* To assist with the design of programmes, course notes and other related administrative duties.
* To be fully conversant with Centre Operating Procedures, Governing Body Guidelines & statutory regulations.
* To attend training courses as required and to meet agreed training targets for NGB qualifications.
* Any other duties as required by the Centre Manager

This job description is neither definitive nor restrictive and may be modified to meet changing needs.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for Outdoor Education Instructor positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Please refer to the <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scale. Successful candidates will be paid at point 01 of the salary scale (€31,075 per annum for full-time position) unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official Outdoor Education Instructor Application Form, and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.   
Applications can be accessed via:<https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled*.*

*It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.* The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level. Canvassing will automatically disqualify.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB.

**Additional Information**

**Citizenship**

* Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

* Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form.
* References will be sought.
* Canvassing will disqualify.
* Some posts require special security clearance.
* In the event of potential conflicts of interest, candidates may not be considered for certain posts.