



Activity Instructor Job Application Pack



About This Pack

This pack provides all the information you need before applying to be an Activity Instructor at Calvert Trust Exmoor.

After reading, if you have any further questions please email mark.worfell@calvert-trust.org.uk.

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The Activity Instructor Role

No 2 days are ever the same at Calvert Trust Exmoor

The Activity Instructor role is varied and exciting. You'll guide guests through morning and afternoon activities, staying by their side throughout. One day may involve canoeing and abseiling, the next archery and horse riding.

You'll be responsible for supporting your designated groups throughout their stay, ensuring they enjoy their time at the Centre.

As an Activity Instructor, you will:

- Lead guests through 2 activity sessions a day
- Encourage visitors, of all disabilities and ages, to participate in activities
- Experience the joys of helping those with disabilities achieve things they never knew possible
- Work with horses, under supervision from the Stables team
- Ensure the facilities and safety equipment are maintained and used correctly
- Follow company health and safety guidelines
- Upgrade your qualifications, and learn new skills
- Have an input in new activities and help take the Centre in new directions



The role also includes occasionally acting as an overnight, on-site, Duty Instructor. This involves:

- Providing guest talks
- Overseeing evening activities, such as Discos or Zoo visits
- Being on call for the needs and safety of guests and the centre

The People We Need

We are looking for people who are enthusiastic, with strong interpersonal skills to manage and encourage the diverse range of visitors who undertake our activities.

Our Activity Instructors need to:

- Be enthusiastic with strong interpersonal skills to manage and encourage the diverse range of visitors who undertake our activities
- Have a willingness to learn the key skills required to take on the instructor role and show an interest in working with people with disabilities
- Have a good team ethic
- Be flexible and prepared to adapt in an ever-changing environment
- Have experience of working in outdoor education
- Have experience of, or be willing to work, with horses
- Have the willingness to develop personal skills and qualifications
- Ensure the activity equipment is checked and maintained
- Demonstrate a sound understanding of risk management and risk benefit
- Be able to easily travel to our remote location at Wistlandpound Reservoir on the edge of Exmoor National Park

Essential Qualifications:

- Climbing Wall Instructor (CWI) with Abseil or Single Pitch Award
- BC UKCC Coach Level 1 / Paddle Sports Instructor
- RYA Power Boat Level 2
- First Aid trained
- Experience with archery and bush craft

Desirable Qualifications:

- BC UKCC Coach level 2 / BC Core Coach
- Single Pitch Award (RCI)
- Archery Instructor award
- RYA Dinghy Instructor
- Driving Instructor

(List not exhaustive)

About Calvert Trust Exmoor

We're a unique, award-winning activity centre where people with disabilities can enjoy exciting, challenging and enjoyable activity breaks together with their families and friends.

The Centre is tailored to provide exciting adventure breaks and day activities for those with any type of disability, highlighting that anything is possible.

Our activity breaks are inclusive in every sense of the word. Costs include a full programme of activities, 5-star activity accommodation, all meals and evening entertainment.

Centre Facilities

- Reception & shop
- TV Room
- The Barn games room
- Swimming pool
- Sensory room
- Relaxed dining room and conservatory
- 5-star activity centre accommodation
- On site activities



Activities

- Abseiling
- Accessible cycling
- Archery
- Bushcraft
- Canoeing
- Carriage driving
- Challenge course
- Climbing
- Crate Stack
- Giant swing
- Horse riding
- Low ropes
- Orienteering
- Sailing
- Surfing
- Zipwire

Our Location



Calvert Trust Exmoor is found about 20 minutes from Barnstaple, in North Devon, on the edge of Exmoor National Park. 40 acres of beautiful countryside surround the centre, which has stunning views of the rolling hills, forests and reservoir on our doorstep.

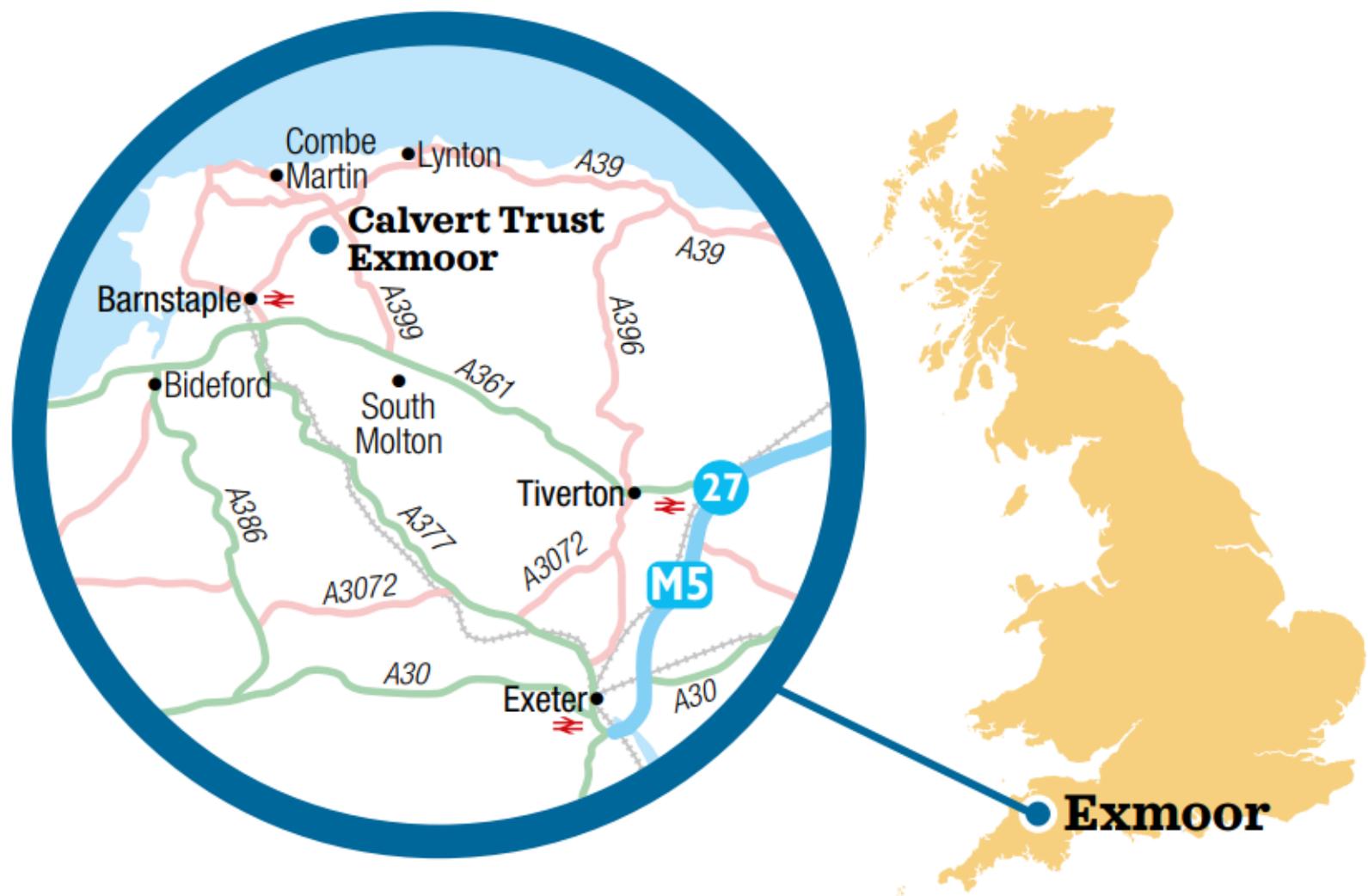
Guests enjoy the peace and quiet, and there is nowhere else quite like it to work.



Find us just off the A399 next to Blackmoor Gate, between South Molton and Combe Martin.

Barnstaple offers national and brands and independent shops, plus popular cafes, restaurants and supermarkets.

The famous beaches of Woolacombe, Saunton Sands and Croyde are 20 to 30 minutes drive from the centre. With Exmoor on the doorstep, there are plenty of stunning locations to walk and explore nearby.



North Devon has many popular attractions that attract tourists all year round, so there's always something to do and a place to visit during a day off.

Exeter is the nearest city, about an hour away.

Staff Benefits

Highlights of working at Calvert Trust Exmoor are:

A monthly salary

Paid annual leave - 29 days per annum

Free staff meals - lunch provided on workdays*

Unlimited drinks - free hot and cold drinks when at work

Use of centre facilities - including outdoor equipment and swimming pool

Onsite parking - everything is onsite for easy access

Living accommodation - the Farmhouse is available to stay in**

Pension scheme - eligible employees will be auto-enrolled

Free uniform - we'll provide your branded tops

Ongoing training - opportunity for personal development

Staff discount - in our centre shop

Free WiFi - in centre communal areas

Activity Instructor Room - a private staff room for belongings

Team morale building - staff events, Christmas party & team building sessions

Trade prices - on outdoor clothing and equipment

A stunning location - 20 minutes away from the beach and nearby towns

*Evening meal and breakfast provided if working evenings **At a small cost, subject to availability



A message from our CEO

"Thank you for your interest in being an Activity Instructor at Calvert Trust Exmoor.

Our mission is to enable people with disabilities to achieve their potential through the challenge of adventurous activities, to improve the understanding of disability and to encourage the integration of disabled and able-bodied across society.

We wouldn't be able to do this without our Activity Instructors. They are the faces and voices of the centre, leading our guests through safe yet exhilarating activities.

With help and encouragement from instructors, our visitors make friends, develop new skills, build self-confidence and gain greater independence. By the time guests leave, their physical and mental wellbeing has improved, they have created wonderful memories and accomplished far more than they had ever dreamed possible.

We believe 'It's what you CAN do that counts'

So we're interested in seeing what you can do. What can you bring to the centre and do for our guests? We're very proud of our dedicated team of instructors that love what they do, but we're looking for more positive role models to bring their own experiences, knowledge and passion to the team.

If you are over 18 and match our person specifications, then we look forward to hearing from you."

- Mike Gray, CEO of Calvert Trust Exmoor

How to Apply

Please email your CV and COVERING LETTER to;
mark.worfell@calvert-trust.org.uk

Or post them to;
Activities Manager
Calvert Trust Exmoor
Wistlandpound
Kentisbury
Devon
EX31 4SJ

Take the opportunity to tell us why you are interested in the role. Explain what you can bring to the centre and do for our guests.

Successful candidates will be invited to the centre for an interview and assessment trial sessions.

If you do not hear back from us, please assume that you have been unsuccessful on this occasion, however we may securely hold your details for future recruitment purposes.

