University of Edinburgh –
Job Description

1. Job Details

Job title: Instructor, (Part Time) Firbush Point
School/Support Department: Corporate Services Group
Unit (if applicable): Centre for Sport and Exercise (Firbush)
Line manager: Warden (Firbush Point)

2. Job Purpose
To make a substantial contribution to the outdoor activities teaching programme for Firbush residents, to ensure the most efficient and effective allocation of resources and the safest most enjoyable experience for the end user.

3. Main Responsibilities

1. Maintain a support teaching role on the recreational outdoor programme offered to Firbush residents to provide a safe and enjoyable learning experience. 

2. Assist in the supervision up to 40 guests while in residence to ensure their safety and comfort, whilst living residentially.

3. Assist with mentoring of new instructional staff to make sure Firbush’s safety procedures and customer centred ethos are upheld.

4. Assist in running the activities at the centre on a day to day basis to ensure that safety guidelines are adhered to, and maintain awareness of industry developments and statutory requirements, uphold, and propose how any changes might impact on operational procedures.

5. Meet client groups in Edinburgh and transport to Firbush by minibus

4. Planning and Organising
- Contribute to the planning and implementation of the annual teaching programme at Firbush.
- Contribute to planning Firbush’s daily programme to ensure efficient use of the facilities and environment in accordance with License conditions.
- Prepare lesson plans for the particular activity that is being taught.

5. Problem Solving
- Delivering a high quality learning experience for a high demand, year round outdoor programme within a context of unpredictable weather, fixed resources and exacting customer expectations.
- Decide on the best teaching approach for any particular client group.
- Deal with the environmental dimensions that affect the safety of the group in a remote location, i.e. snow conditions, weather conditions, water temperature etc

6. Decision Making
- Decide own teaching approach, with adjustments for weather, emergencies and competing priorities.
- Determine best course of action in emergency situations that affect the group.
• Evaluate the changing weather conditions in the field to determine the best teaching locations.

7. Key Contacts/Relationships
Contact with university staff and students, sports union clubs and societies, overseas students, national governing bodies (AALA, RYA, BCU, MLTB), corporate clients, local business, community and general public.

8. Knowledge, Skills and Experience Needed for the Job
• Qualifications in most of the activities taking place at the Centre at a sufficient level to be in charge of a group, with minimum supervision.
• Minimum of 10 years related experience.
• Detailed understanding of health and safety regulations, and in particular the AALA guidelines.
• Advanced first aid qualifications.
• Well-developed diplomacy and customer care abilities with good communication skills, capability to work independently.
• Excellent problem solving/reasoning abilities, and aptitude for making sound professional judgements under stress in potentially life threatening conditions (mountain).
• Able to prioritise own workload, and to be flexible (working hours; duties), self-motivated and able to cope with a very busy work environment often with competing demands.

9. Dimensions
Supervise up to 40 guests per night, (annual bed-nights 7000) with duties often extending to midnight. In addition there is a 24/7 on call requirement (pastoral and technical problems), with more than 50% of time spent working weekends.

10. Job Context and any other relevant information
Firbush is a very busy year round residential Outdoor Centre with an excellent reputation (and expectation). Its isolation from Edinburgh (80 miles) requires a much greater level of self-sufficiency. It’s a challenging workplace with a demanding clientele; unpredictable (and often inclement) weather requires daily contingency planning. Residential status requires jobholder to react 24/7 to emergency call outs. Outdoor instruction requires good fitness to sustain extended periods of physical/mental exertion.