



Applicant Information Pack
Outdoor Activity Instructor Apprenticeship



Welcome to Rockley!



Thank you for your interest in becoming part of the team at Rockley. We have a long-established reputation for delivering excellent training and education and we live and breathe our company vision which is: **“To change people’s lives by sharing our passion for the water and outdoors.”**

As an apprentice, you will be joining a vibrant and lively staff team that believe in offering the best possible experience to our customers. The role is busy and varied and no week can be described as the same. So, if you like a challenge, are keen to learn and love the outdoors like we do, this could be an amazing opportunity for you.

We’ve put together this information pack to help you understand the role and what we have to offer. Please have a read through and if, in the meantime, you would like to visit one of our centres or have any other questions about the role, please do get in touch: **01202 677272** or **college@rockley.org**



Apply

If you are interested in applying, please visit our website www.rockley.org and follow the links to the “Join the Team” page where full details of how to apply are available.

The closing date for applications is Monday 13th June.

I hope you find the information in this booklet useful, and I look forward to reading your application.

Yours sincerely

Clare Hicks
Head of Education



Job Description

The Rockley Outdoor Activity Instructor Apprenticeship

We are looking for a team of 12 apprentices to join us in September 2022 at our UK Centres in Poole and Wareham.

An Outdoor Activity Instructor at Rockley supervises and guides children and adults in outdoor activities and pastimes such as canoeing, sailing, climbing, cycling, archery, and many more. At Rockley we have a range of centres and each centre specialises in different activities. Apprentices are trained in the activities of their centre and are guided in all our Rockley operating standards and how to deliver sessions to meet the requirements of the Level 3 Outdoor Activity Instructor Apprenticeship.

Each centre at Rockley is slightly different and although we operate as one big team, your future apprenticeship will be tailored specifically to which centre you apply for and which activities you then deliver. All our centres cover watersports, however our Buddens Activity Centre offers much more. The question here is, which one suits you and your background the best?

Poole (Rockley Point / Poole Park) x 6 Apprentices

Rockley Point - This is our original centre, founded in 1976. Based in beautiful Poole Harbour, Europe's largest natural harbour, the centre uses some of the UK's safest and most idyllic sailing waters. The centre benefits from the facilities of the adjacent Holiday Park and is possibly the most highly regarded sailing centre in Britain. This reputation, of which we are very proud, has been earned over the years by the dedication, hard work and expertise of our members of staff.



Poole Park - Rockley at Poole Park is based in a purpose-built boathouse and restaurant at the lake of Poole Park. It offers the ideal environment for groups and individuals to experience watersports either for the first time or for short taster sessions. This centre specialises in introductory sailing, windsurfing, paddleboarding and kayaking, enabling groups to work towards various qualifications.



Apprentices based at our Poole centres will specialise in our key activities for this centre - canoeing, kayaking, paddleboarding, sailing, powerboating and windsurfing. Apprentices here will be involved in delivery to both children and adults and will be trained to deliver the RYA syllabus. Rockley Point can be a challenging centre to deliver from and therefore this role does require previous experience in watersports and an ability in the areas we deliver. Unfortunately, we are unable to offer accommodation for our Poole apprentices.





Wareham - Buddens Activity Centre x 6 Apprentices

Buddens Activity Centre - Our newest activity centre lies in the heart of the historic and beautiful Isle of Purbeck and the Jurassic Coast. Boasting 96 acres of natural countryside, heathland, woodland and plantations, Buddens Activity Centre offers groups the opportunity to explore the natural environment and take part in a once in a lifetime activity programme in a stunning setting. It is the perfect adventure playground with acres of space to explore the outdoors. If you are looking for that ultimate adventure, Buddens is the perfect fit for you. With so many outdoor activities to try, there is plenty of scope for young people to display leadership, teamwork, resilience, and passion through a wide range of activities.

Apprentices here will specialise in a wide range of activities, covering both watersports and land based activities. Training will cover abseiling, archery, bushcraft, canoeing, climbing, kayaking, raft building, rifle shooting, paddle boarding, teambuilding, tomahawk throwing, high ropes and zip wire. Due to the nature of these activities, apprentices are not required to have any previous experience in these activities as full training will be provided. This centre is able to offer apprentices staff accommodation and the ability to live onsite should you wish.

A typical week

A typical week for an apprentice is varied due to nature of the role and our seasons. You will be allocated a base centre and although you may be expected to work across our centres, your base centre will be your main location and you will be trained in the activities specific to that centre. As your training progresses, each week may

well be different and you may be delivering land-based one week and water-based sessions the next, you may work weekdays, weekends, and or evenings. For example, one day you might be manning the climbing tower working with primary age students and the next you may be assisting to deliver a unit to our college students like water-based skills or alternative pursuits. Your working hours will be annualised, meaning you may well work longer hours in the summer peak season than you do in the winter months and your training will be spread out across the apprenticeship.



What we can offer you

As part of your new role, you will have a full induction in to the company and will cover such elements as First Aid, Health and Safety, Customer Care, Manual Handling, COSHH, Fire Safety, Child Protection and Safeguarding. You will be fully trained in how to do your role as an Activity Instructor, learning all our operational procedures and develop an understanding of the Rockley Delivery Model and Rockley Values. As part of this training, you will complete the Level 3 Outdoor Activity Instructor Apprenticeship Standard, producing a portfolio of evidence for the following units:

- **Preparing Sessions** – How to prepare for the sessions you are running, how to prepare for learning outcomes, how to respond to weather changes etc
- **Delivering Sessions** – How to deliver a session brief, how to maintain safety, how to provide ongoing instruction, how to provide basic first aid
- **Meeting Session Outcomes** – How to encourage your group to achieve, how to review techniques, how to deliver a session to meet guidelines
- **Completing Sessions** – How to finish your session on time, pack everything away and log any issues
- **Organisation Requirements** – How to run a Rockley session, how to communicate, what to do with resources
- **Professional Practice** – How to actively encourage participation and promote equality and diversity in your sessions, how to reflect on your performance
- **Behaviours** – How to be on time, be committed, wear the appropriate clothing, how to always demonstrate a positive attitude

To sum this up, if you bring the right attitude and desire to learn, we can offer you one amazing adventure, full of training, mentoring, and coaching to be the best outdoor activity instructor you can be!

Activity Instructor Training

We take your training seriously and want you to be successful in your role. Therefore, depending on what centre you are based, you will be trained to deliver as many activities we deliver as possible, such as:

- Water-based - sailing, windsurfing, paddleboarding, canoeing, kayaking, powerboating, bell boating, raft building etc
- Land-based - high / low ropes, climbing, abseiling, mountain biking, walking, orienteering, rifle shooting, tomahawk throwing, archery, team building, expeditions, bushcraft etc

As part of your training, you will come in to contact with some of the best in the business. All educational elements of the programme and completing the Level 3 Outdoor Activity Instructor qualification will be delivered by our team of teachers within the Education Team. Outside of this, our managers and activity team will take over, delivering everything else you need to learn to not only be able to perform the activities, but also how to deliver an excellent activity session for our customers.

Its all about the experience!

It's hard to describe all that we can offer you as the Rockley world is difficult to put into words. What you can be certain of is:

- An amazing experience and a chance to make memories and friendships that will last a lifetime
- A unique apprenticeship, mixing education with work, new adventures and life skills
- An opportunity to earn while you learn and then an ability to put that learning in to action in a supportive environment
- The chance to gain lots of extra qualifications and training, specifically the Level 3 Outdoor Activity Instructor which is equivalent to 2 A-Levels.
- A chance to develop your practical ability in a range of activities and work towards instructor qualifications
- A job that's varied, rewarding, fulfilling and outside

What we are looking for

We are looking for a team of hard working and motivated apprentices that love the outdoors, are wanting to learn and are happy to be outside in all weathers. We can accept college leavers at 18 years old on to this programme and also those slightly older who are maybe looking for a new direction or career change.

This is a chance for you to earn while you learn with the support of an extremely experienced group of teachers, assessors, and chief instructors to not only train you up to do your job but also help you with the coursework elements of the programme. This course is equivalent to two A-levels and as such, is as much of a challenge academically as it is practically. This role therefore is certainly not for someone that is finished with learning and education as you will be paid to work hard, study, learn and produce a detailed portfolio of evidence showing your knowledge and understanding.

How is the apprenticeship assessed?

You will be assessed through a combination of coursework, practical assessments, observations, and an End Point Assessment. The End Point Assessment requires you to complete a practical test which covers a session template and questions, an observation of your delivering a session and a professional discussion.

Salary

Our apprentices are paid the apprenticeship national minimum wage for their age.

Hours

On average our apprentices work an average of 30 hours a week. These hours are annualised which means some weeks you might work more and some weeks less, particularly in the winter months.

Duration

The apprenticeship runs from September 2022 to October 2023 and apprentices are employed on a 13 month fixed term contract. After this time there is often an opportunity to stay at Rockley and apply for a further role.

Are you eligible?

The next thing to check is are you eligible to join us?

- Are you over 18 years of age?
- Do you have the right to work in the UK?
- Are you happy to be DBS checked?
- Do you have GCSE English & Maths grade 4?

Is this role for you?

If this role sounds like you, if you feel you are ready to give this all you've got and commit to this challenging programme in all weathers, then we would love to hear from you and support you on your next step in the exciting Outdoor Adventure industry.

Is there anything I can do instead?

As much as we hope you are successful in your application, we have a backup plan for you just in case! For anyone that applies and is not successful in gaining an apprenticeship role, there is an opportunity for 18-year-olds to follow a similar programme and complete the Level 3 Outdoor Instructor Traineeship course with us which starts each year in September. Although this is an unpaid college-based course, it is fully government funded for 18 year olds and covers very similar content. This programme also includes a significant amount of instructor training, development and work experience and is therefore an excellent alternative for those wanting to develop as an Outdoor Activity Instructor.



Job Description

Delivery of courses and activities

- Provide a high standard of instruction to all students within the group.
- Instruct a variety of activities under the supervision of the Chief Instructor & Centre Seniors.
- Deliver some evening entertainment activities as directed by the Centre Manager / Chief Instructor & Centre Seniors.
- Maintain standards of tuition of practical elements and when delivering activities, be always responsible for group safety and welfare.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Have high expectations of behaviour, promoting self-control and independence of all learners

Standards of the activities delivered

- Deliver all activities, in line with the standards required in the Company's standard operating procedures and local operating procedures.
- Comply with health and safety/operating policies and procedures
- Be responsible for promoting and safeguarding the welfare of children and young people, raising any concerns following protocol/procedures

Safety of clients and our team onsite, during activities

- As directed by the Centre Manager and team, ensure that clients and staff are aware of and follow our safety procedures and policies.
- Adhere to feedback from ongoing monitoring and evaluation given by superiors.



Centre equipment and maintenance

- As directed by the Centre Manager or Centre Seniors carry out equipment checks; ensure any faulty/damaged equipment is repaired or reported for repair.
- Maintain the equipment stores inventory, including monitoring equipment audits, ensuring compliance with industry regulations and equipment manufacturer guidelines etc.
- Carry out basic maintenance and equipment repairs, or dispatch faulty equipment to manufacturers for repair (as appropriate).

General centre duties

- General centre duties such as assisting in the kitchen, cleaning tents and ablution blocks, night duty and supervising wash-up area after meals.
- As directed by the Centre Manager, Assistant Centre Manager or Land Supervisor, assist in general land duties on a rotational basis.

Additional Duties

- Act as a Rockley representative at parents' evenings, taster days, open days and careers or education conventions and fairs.



Person Specification

	Essential	Desirable
Work Experience	<ul style="list-style-type: none"> • Experience of working with children and young people • Experience of working in a customer service role 	<ul style="list-style-type: none"> • Experience of working as an instructor and delivering outdoor activities • Sports Leadership, Sports Coaching and Outdoor Instructor experience
Educational Experience	<ul style="list-style-type: none"> • 5 GCSE's at Grade 4, including English and Maths • Previous sports experience and some of outdoor activities: Water based - sailing, windsurfing, paddleboarding, canoeing, kayaking, powerboating, bell boating, raft building Land based - high / low ropes, climbing, abseiling, mountain biking, walking, orienteering, rifle shooting, tomahawk throwing, archery, team building, bushcraft 	<ul style="list-style-type: none"> • First Aid qualification • Although not essential, if you have any NGB qualifications in the activities we deliver, this would be a distinct advantage
Skills / Abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Motivated and enthusiastic • Ability and willingness to learn • Good IT skills • A sense of humour and can-do attitude • An academic ability and commitment to coursework equivalent to 2 A Levels 	<ul style="list-style-type: none"> • Willingness to contribute to the centre's operation • Ability to deliver a high standard of instruction • Able to guide and develop students effectively using a variety of learning styles and techniques • Ability to evaluate, reflect and continually improve
Key Skills & Personal Qualities	<ul style="list-style-type: none"> • Flexible & hardworking • Energetic, enthusiastic, and confident with a high degree of motivation • Motivated and adaptable with a passion for teaching, learning and quality • Ability to organise and prioritise workload to meet deadlines • Able to work under pressure in a varied environment with a range of demands • Ability work on own initiative with a proactive approach 	<ul style="list-style-type: none"> • Commitment to personal career development • A passion to develop personally in outdoor adventure
Motivation for Role	<ul style="list-style-type: none"> • To provide the best possible opportunities for our customers to succeed • "To change people's lives by sharing our passion for the water and outdoors." • Commitment to take part in staff development and training 	
Other Factors	<ul style="list-style-type: none"> • Commitment to equality, diversity, and inclusivity • A flexible attitude to working, willing to work evenings, weekends, and occasional overnight trips 	

Apply

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