



Activities Instructor Job Description

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| Title | Seasonal Activities Instructor |
| Employer | Lake District Calvert Trust |
| Reporting to | Operations Manager |
| Salary | £23,700 - £27,950 (As per instructor pay scheme) Pro Rata |
| Location | Little Crosthwaite, Keswick, Cumbria CA12 4QD |
| Working Hours | Detailed in the instructors working hours policy. |

WHAT WE DO

The Lake District Calvert Trust is a charity that provides challenging outdoor adventure for people with disabilities, enriching lives through adventure building confidence and personal achievement, whilst enjoying the beautiful Lake District countryside. We have two centres that provide a range of services, located on the outskirts Keswick.

[Calvert Lakes](#) - provides fun-filled outdoor adventure for all, with our adapted equipment and specialist knowledge, offering an experience like no other to people with disabilities, their friends and family. Our highly trained team use experience and empathy to break down barriers and truly connect with people, creating a fun, inclusive environment that gives them confidence to try new things.

[Calvert Lakes Riding Centre](#) – British Horse Society and Riding for the Disabled Association approved riding establishment, supporting both Calvert Lakes and Calvert Reconnections. Our dedicated team provide accessible riding and trap driving for residential and community riders and have found that horses (and instructors) provide a little bit of magic for our guests and participants.

The Lake District Calvert Trust is a relatively small charity, and our people go above and beyond to make a difference in people's lives. We are very proud of our achievements, and we continue to strive to be the best place to work and volunteer.

ABOUT THE ROLE

This post is for an outdoor pursuits instructor who is responsible and accountable to the Operations Manager. This post is a full-time permanent position. The job requires a high level of commitment to the Centre. Flexibility, enthusiasm and dedication are essential for the performance of the duties.

KEY ACCOUNTABILITIES

- Instructing in the Centre's main activities (sailing, canoeing, rock-climbing and hill walking) as well as a number of other activities, for example, archery, orienteering, environmental appreciation etc.
- Negotiating with groups on a day-to-day basis to ensure that their aims and objectives are being met, and to take into account the needs of the group members.
- Complying with Centre standards, operating procedures and Health and Safety regulations.
- Sleeping-in duties in rotation with other staff.
- Assisting with the supervision of student and volunteer placements.
- Assisting with the development of activities.
- Assisting with designing, modifying and improving equipment to meet the needs of our visitors.
- Assuming responsibility for an area of activity or equipment.
- Assisting with maintenance of Centre equipment and facilities.
- Undertaking any other duties relevant to the post or as requested by a member of the Senior Leadership Team, Operations Manager or Chief Instructor

Person Specification

| Requirements | Essential | Desirable |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and Experience | <ul style="list-style-type: none">• Minimum age 21 years.• Full (preferably clean) driving licence. Driving test must have been taken prior to 1 Jan 1997 or a commitment to obtain a PSV license is undertaken.• Experience in a range of activities (preferably Hill Walking, Climbing, Canoeing and Sailing). | <ul style="list-style-type: none">• A range of National Governing Body qualifications (preferably: RYA Dinghy Instructor, appropriate BC Coaching and Leadership Awards, MT Rock Climbing Instructor Award, and RYA Safety Boat Certificate or equivalent awards).• Experience of Residential Centre work undertaking outdoor activities.• Experience of using the outdoors for personal development.• Experience or demonstrated interest in working with disabled people. |
| Personal Attributes | <ul style="list-style-type: none">• Good interpersonal skills.• Ability to work independently and as part of a team.• Evidence of personal development and a desire to progress | |

Conditions of Service

This role is not a regular 9am – 5pm position, it requires flexibility enthusiasm and dedication, late evenings and overnight duties.

Contract: This position is likely to start in April 2025 and end in November 2025. Within this there will be a 6 month probation period.

Hours: Detailed in the Instructors working hours policy. Instructional staff work on average a five-day week which includes weekend work, evening briefings, and overnight (sleeping) duties (on a rota basis).

Holidays: 33 day holiday per annum. Up to 10 days are required to be taken over the Christmas closedown period.

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a contribution.

Accommodation: May be available.

All instructor positions are subject to 2 x employee references and an enhanced DBS check.