



**Job Title:** Activity Instructor (18+)  
**Location:** We have various sites across the UK  
**Contract:** Fixed-term – 1st July/ 8th July – 19<sup>th</sup> August  
**Salary:** £266.40 - £360.00pw less optional accommodation  
**Hours of work:** 48  
**Department:** Operations  
**Reporting to:** Centre Manager

### **About Us**

Xplore has been one of the largest established independent youth travel providers for nearly 30 years, offering a range of activity, educational and cultural packages for children and young people, throughout the UK, Europe and worldwide on a residential, daily & boarding basis.

We are very aware that a company has to 'feel' right when you are looking for employment. We believe we are a company with a very sociable and friendly approach.

### **What will you do?**

To deliver safe and enjoyable activity sessions for groups of approximately 12 Xplore participants in the activity (or activities) that you may be trained in to gain a National Governing Body award for (e.g. Archery, Canoeing, Climbing, etc) as well as activities that you complete through in-house training.

### **You must:**

- Be passionate about working with children and young adults.
- Attend internal and external training courses organised by Xplore.
- Supporting children in non-activity time with their needs.
- Be friendly and enthusiastic.
- Be familiar with your responsibilities in line with the company Welfare Policy & Prevent Strategy and proactively enforce these principles while working for Xplore.
- Supervise excursions and ensure groups leave/ arrive on time, as well as ensuring entrance times are met.
- To take responsibility for an activity area that you are competent in and ensure that Xplore guidelines are adhered to.
- Be able to oversee the safety and well being of children, and accompanying adults, under your instruction.
- To assess other staff in activities for which you hold an up to date relevant NGB.
- Be flexible with working hours of the day to meet the demands of the job and willing to go 'that extra mile'
- Supervising activities, which you have been trained and assessed in so you are able to lead.
- To be familiar with all the statements in the site specific Xplore Health & Safety Policy Statement and Company Culture to observe safe working methods.
- To plan appropriately for the activities that you are timetabled for.
- To follow the systems in place for equipment management and record keeping.
- To protect and conserve all properties belonging to the company.
- At least once per week carry out the duties for 'Duty Day'
- Check communal rooms and external facilities;
- Supervise the orderly conduct of meals;
- Patrol the building after lights out to ensure all the children are settled;
- Secure the building;



- Report any incidents to senior staff.
- To assist any person requiring medical treatment or refer to a qualified First Aider.
- Assist in the changeovers for the arrival and departure of children in whatever capacity is required.
- To report any accident or near miss occurrence.
- To report faults on machinery, activity equipment, fabric of the building and vehicles.
- To assist in the checking and maintaining of activity equipment according to In-House training.
- To assist in the continued maintenance of any Xplore centre and equipment.
- To assist in the moving of equipment to and from Centres and the set-up, and takedown of that equipment when necessary.

**We are looking for:**

- A confident communicator
- Ability to instruct activities
- Willingness to learn
- Attention to detail
- Flexible and adaptable approach to work

**To apply please visit [www.xploretheworld.com](http://www.xploretheworld.com)**

**Contact:** Simon Catton: HR Administrator  
T: 01449 778 296  
E: [recruitment@xploretheworld.com](mailto:recruitment@xploretheworld.com)