# C:\Users\nigel.williams\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\GL Logo Large.jpg

# Glenmore Lodge Instructor Development Scheme

Scheme Objective

The Instructor Development Scheme offers the opportunity of training, personal development, and work experience at Glenmore Lodge, **sport**scotland’s National Outdoor Training Centre. The primary aim of the scheme is to support and develop outdoor professionals who have already committed to a career in the outdoors. The IDS aims to further your experience in the following: National Governing Body (NGB) awards, personal performance in a range of activities, experience and decision-making in the outdoors, coaching and leadership knowledge/understanding, outdoor industry career awareness and developing a personal philosophy to support a career in the Scottish outdoor sector. It is hoped that those completing the scheme will become future role models, leaders and ambassadors in the adventure and outdoor sport sector in Scotland.

There are opportunities to shadow or observe instructors which may include a more hands-on assisting role. In addition (as opportunities arise) there will be the option of paid additional instructional sessions available to those who hold the appropriate qualifications and experience. To provide further industry experience, Glenmore Lodge has developed a partnership arrangement with the The Outward-Bound Trust Loch Eil Centre. Those on the Scheme will attend a two-week placement at Loch Eil Outward Bound gaining hands-on instructional experience with young people.

We are motivated to positively impact the development of an equitable, diverse, and inclusive workforce for Scotland’s outdoor sector. As such, we are keen to hear from underrepresented groups, and welcome applications from any individuals who are seeking to develop their career within Scotland regardless of their current location.

What is involved

You will spend 20 hours per week contributing to the running of the Centre. The rest of the time will be a mix of programmed opportunities, self-programmed time to get out with peers and attend training/qualification courses.

Skills courses are available to develop individual performance and experience, and there are regular opportunities to get out with peers to further develop experience and share knowledge. The scheme also provides opportunities to gain a broad range of NGB training/assessment courses in mountaineering, kayaking/canoeing, and mountain biking at an intermediate to advanced level e.g., Summer ML, RCI, MCI, Winter ML, Paddlesport Coach Award and individual discipline leadership awards etc.

As part of the scheme, mentoring and support are available from the Centre’s Senior Instructors, along with guidance of future potential career pathways. Extensive induction training is provided at the start of the scheme as well as ongoing specific additional induction/training days during the scheme. All costs for attendance on skills/NGB courses delivered by Glenmore Lodge (excluding NGB registration fees) are included as part of the IDS programme

Duties and Responsibilities

The Centre is operational 7 days a week, which includes weekend duties on a rotational basis. As part of the scheme there is a requirement to experience and contribute to the day-to-day work around the Centre. This includes overnight duties, evening reception, general Centre support, changeover days/evening and stores support. The reception desk is staffed for 5 hours each evening on a rotational basis which includes monitoring the onsite facilities such as the climbing wall and pool. Occasionally there can be a call to assist with big projects or emergencies over and above those duties so a flexible attitude to work is important. It is usual for one member of the evening team to cover the reception desk and the other to provide center support, which may cover a variety of tasks. Both members of staff on duty are on call during the night, one of which will be duty Fire Warden who sleeps in the main building.

Pay, Allowances and Deductions

This role is paid at the Real Living Wage (£10.90 per hour) and will also receive an on-call allowance of £800 per annum. You will be automatically enrolled into the **sport**scotland Pension Scheme through Strathclyde Pension Fund (<http://www.spfo.org.uk/>). If you elect to optout of the pension scheme then employee deductions will not be made, and no employer contribution will be paid.

This is a residential appointment, and you will stay in single rooms in a shared staff house at Glenmore Lodge, deductions of £257.50 (in 2023 subject to small annual increase) will be taken each month to cover this. You will have access to kitchen facilities to prepare your own food.

You will receive a pro-rated annual leave entitlement of 15 days per annum. The Centre closes for 2 weeks over the Christmas period and due to the self-programmed nature of the scheme any remaining leave should be taken at a suitable time.

Candidate Spec

* We seek responsible and highly motivated individuals with a variety of relevant outdoor experience who will work together as an important part of our customer focused team
* The ability to work and play together as a team of four supporting and encouraging each other throughout the year
* Good communication skills and comfortable in a public facing role at reception are essential qualities
* A high level of maturity with excellent communication skills along with a flexible tolerant approach that is inevitably required when living within a residential Centre
* It is an individual’s mind set, openness to learn, willingness to support others and desire to progress as an outdoor professional that we highly value
* Those selected will usually have a minimum of one higher level award in their main discipline e.g. mountain (ML Summer, RCI, MCI Trg), Paddlesport (Coach Award, Moderate/Advanced Leader Award) or mountain bike (L2 or 3 Leadership) qualification
* In addition to this, additional outdoor qualifications and an interest to progress these would be desirable
* The ability to drive and hold a driving licence is essential for the scheme, a D1(E) license is desirable
* In accordance with the Protection of Vulnerable Groups (Scotland) Act 2007, placement in the scheme will be conditional on a successful applicant being able to obtain PVG membership (further details at https://www.mygov.scot/apply-for-pvg)

We are looking for candidates who we can support in their career development, so will seek to select suitably qualified and experienced candidates with a balanced team structure of complementary skills.

If you have any questions about the scheme, please email idsrecruitment@glenmorelodge.org.uk or call 01479 861256

**Application closing date: Wednesday 27th September 2023**

**The selection process will be held over five days w/c 30 October 2023**

**The role will start on 1st April 2024 and finish on 12 April 2025.**