



Lead Instructor Job Description

Pay Grade: £8.75 per hour

Contract Length: Zero Hours April – October 2018

Reports to: Management Team

Summary of Role

To deliver a structured, informative, and inclusive programme of activity to children and adults at Port Edgar Watersports, South Queensferry.

Being a role model to other instructors.

Key responsibilities and tasks

1. Present a professional approach to your role, and to maintain excellent customer service at all times.
2. Prepare, organise, and deliver training in your relevant area of expertise, as outlined in the governing body guidelines and the Port Edgar Operating procedures.
3. Ensure that all equipment is maintained effectively and a timely manner, by liaising with staff team and management.
4. Assist in the training and motivation a team of instructors to ensure that the highest levels of instruction are met at all times.
5. Support the management team in other areas of the business if required.
6. Actively pursue personal development, and ensure that your knowledge of current governing body syllabi is excellent

Personal requirements

Essential Qualifications

- RYA Dinghy or Windsurf Instructor or UKCC/BC Level 2 Coach.
- Experience delivering an activity programme.
- Ability to communicate effectively with staff and clients in high pressure situations.

Desirable Qualifications

- RYA Senior Dinghy or Windsurf Instructor
- RYA Powerboat, Keelboat Instructor, BSUPA Level 1 or 2 instructor.
- BC 4* Leader or Moderate Water Endorsement in any discipline, sea kayak preferred.
- Any Shorebased Qualifications (RYA First Aid Instructor, SRC etc).
- Experience delivering first aid in practical situations.

Knowledge and abilities

- Able to deliver engaging and safe activity sessions to clients.
- Able to work in a team and individually and maintain effective working relationships.
- Able to work under own initiative and follow verbal and written instruction.

Personal Qualities

- Presentable and punctual at all times.
- Approachable, welcoming, friendly, knowledgeable, and enthusiastic.
- Self-motivated.
- Flexible approach to work in a rapidly changing industry.

Applications should be sent in to jobs@portedarwatersports.com.