



- Maximising the power of sport to change lives •

JOB DESCRIPTION

Ref: TNOCLCI/0823

Job Title: Lead Canoesport Instructor

Grade: Executive Officer I (EOI)

Salary Scale: £29,258-£29,859

Department: Sports Directorate

Location: Tollymore National Outdoor Centre

Responsible to: TNOC Centre Manager

Duration: 12 months Fixed Term

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation from active participation to Olympic and Paralympic levels.

Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives.

Sport NI's values are Excellence, Integrity, Collaboration and Learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.

Overall purpose of job:

The main function of this position is to manage the canoesport programme in Tollymore National Outdoor Centre (TNOC). This will include liaising with the Canoe Association of NI (CANI) to establish TNOC as a Delivery Partner, staffing courses, instructing on a variety of skills and leadership courses related to the Centre's programme and appropriate to their level of qualification, experience, and knowledge, and assisting with the ongoing development of the Centre Safety Management Systems.

Duties and Responsibilities:

- Planning, organisation and leading of canoesport courses at a variety of levels.
- Ensuring that students receive the opportunity for instructional experience to the highest possible standard.
- Management of staff, including canoesport instructor, casual instructors, trainee instructors, volunteer instructors and course observers, as directed.

- Co-ordination / management ----Liaising with CANI; ensuring all governing body and centre course administration requirements are completed. Establishing TNOOC as a CANI Delivery Partner
- Assist with the auditing and maintenance of adventure sport equipment.
- Updating and reviewing systems, policies, procedures of Centre.
- Liaising with other staff working at the Centre regarding programmes and the availability of resources.
- Supervising the use of all Centre resources including:
 - Ensuring that all canoesport equipment is fit for purpose
 - Assisting stores person with issuing, return and checking of all technical equipment, reporting damage or loss as appropriate
 - Procuring equipment in accordance with Sport NI policies and procedures
- Driving Centre vehicles as directed and required when appropriate.
- Delivering relevant Centre and course briefings.
- Assisting in the general management of the Centre, including systems review, equipment audit and staff training.
- Ensuring the Health & Safety and Welfare of all course participants under their charge, including appropriate reporting of accidents and near misses.
- Fulfilling the role of Duty Manager at weekends and other times as required on a rota basis.
- Assist with the delivery of the youth skills and schools programme at TNOOC as required.

Corporate Management Responsibilities

- To assist in the effective management of resources, ensuring work completed aligns to Business and Corporate Plan objectives and is of a high quality, delivered on time and within budget.
- To monitor/measure individual and team performance and compliance with all Sport NI's policies and procedures. This includes effective monitoring, reporting and evaluation of all projects and programme's for which the post holder has a responsibility.
- To carry out any other duties that from time to time may reasonably be undertaken in the pursuit of the post's overall objectives.

This job description is intended to outline the main areas of activity and may be updated to reflect the organisation's changing needs.