

Role Description

Job Title	Lead Instructor*
Reports to	Operations Manager

KEY RESPONSIBILITIES

- Role model leading excellent activity sessions and events to a variety of groups
- Coach various Activity Leaders and Trainee Leaders to develop as instructors in a variety of watersports and land activities
- Line management of assigned activity team members
- Make a pro-active contribution to maintaining and improving the way CYE operates
- To maintain and improve the standards set by the National Governing Bodies associated with the sports CYE delivers
- Lead the staff sail training programme

PERSONAL PRIORITIES

- To have regular personal 'quiet times' of Bible reading & prayer.
- To join in fellowship with a local church and attend services regularly.
- To maintain a healthy spiritual relationship with other members of CYE staff.
- To understand, value and seek to develop the different gifts of everyone in the Activity Team.

RESPONSIBILITIES

1. Activities
 - a. Be accountable for kit and equipment quality and overall session delivery to support CYE events
 - b. Continuously improve your own ability to instruct on all CYE activities
 - c. Pro-actively own and manage agreed areas of the admin required to support the activity programme
 - d. Under the leadership of the Deputy Operations Manager, monitor standards of all types of activity sessions at CYE
 - e. Design, propose and implement ways to develop the CYE activity programme each year
2. Leadership
 - a. Lead a variety of events throughout the activity season (which may include schools, youth groups, camps, courses, adults, families)
 - b. Line management of assigned activity team members, supporting their development physically, mentally, emotionally and spiritually
 - c. Lead specific projects as agreed with the Operations Manager
 - d. In consultation with the Operations Manager, prepare, deliver and monitor the development programme for all Trainee Activity Leaders
 - e. Lead the staff sail training programme, working alongside the senior activity team
 - f. Be involved in the recruitment of activity staff as required, working alongside the OM and DOM and HR Manager
 - g. Deputize for the Deputy Operations Manager in their absence.
3. Discipleship
 - a. Prepare and host specific elements of the staff discipleship programme
 - b. Be a role model in your Christian faith to other staff and all who visit CYE
 - c. Explore and practice ways of presenting and sharing the gospel message in an engaging and sympathetic way
4. Organisation
 - a. Prepare, deliver and monitor the budgets allocated to you by the Operations Manager
 - b. Pro-actively own and manage the various areas of admin required to ensure CYE maintains the high standards laid out by the NGBs associated with the sports CYE offers

*Additional responsibilities post interview subject to skillset and experience. This could include:

- a. Be responsible for and the main point of contact for work experience students
- b. Line management of CYE's Trainee Activity Leaders
- c. Oversee CYE's Schools ministry, including Christmas Outreach, checking content, encouraging staff development and assisting with external communications.
- d. Oversee and develop CYE's Outdoor Adventurous Activities (OAA) programme in offsite organisations, such as schools and colleges.