

JOB OUTLINE	
JOB TITLE: Outdoor Education Technician	JET CODE: 4237
DIVISION: Connected Communities	
SERVICE/BUSINESS UNIT: Outdoor Learning Service, Active Business Unit	
REPORTING TO: Liz Brookes	
RESPONSIBLE FOR: Administrative and logistical support to the Outdoor Learning Service	
JOB PURPOSE: To provide administrative and logistical support to the Outdoor Learning Service. Issue/receive equipment and conduct safety checks on all equipment, conducting maintenance if required or decommissioning equipment where appropriate that do not meet H&S standards. When required assist instructors in delivering outdoor programmes.	
MAIN DUTIES: <u>Stores & Equipment Responsibilities</u> • Support Outdoor Learning Staff and Volunteers with preparation, issuing & clear up of equipment • Provide logistical support and technical advice when issuing and receiving equipment loaned or hired, ensuring all items are appropriate, safe, and fit for purpose. • Check staff qualifications for appropriateness of equipment loan/ hire • Store, inspect, maintain, repair and retire equipment appropriately to ensure compliance with Health & Safety standards. This includes maintaining up to date technical knowledge & current best practice. • Maintain accurate records of equipment inventory, ensuring stock levels are sufficient and up to date. • Adapt equipment, where feasible, to support access for those with additional needs participating in programmes. • Appropriate selection and sourcing of replacement or additional equipment to maintain operational readiness. • Procure ad hoc supplies directly from suppliers and through the council procurement system as required.	

- Oversee the maintenance and servicing of transportation including vehicles, trailers and ebikes. Verify that drivers hold appropriate qualifications.
- Ensure safe use and maintenance of OL buildings, surrounding site and external storage. This will involve liaising with internal and external trades and specialists
- Carry out and review risk assessments where needed, including chemical use and storage

Other Responsibilities

- Take on the role as Emergency Contact for the staff safety management system
- Support the Outdoor Learning team by being the first point of contact, responding to enquiries and managing bookings for courses, equipment, resources, transport and venues.
- Updating booking systems, databases, websites, online documents etc.
- Advise clients on appropriate levels of fitness, ability, and experience for participation in courses.
- Maintain financial records including expenditure and income
- Maintain up to date personnel details for all staff and volunteers.
- Process internal and external recharges for course bookings, equipment and resource hire etc.
- Process staff pay claims
- Liaise with delivery partners (including programmes out with term time) regarding the safe delivery of activities
- Transport clients to activity locations when required.
- Ensure course timetables are adhered to and instructors are present; cancel activities in cases of unsupervised absence.
- Support Outdoor Learning staff and Volunteers in delivering programmes and activities.
- Assist OL Staff and Volunteers with group management during outdoor activities, promoting responsible participation and maintaining discipline to ensure a safe and enjoyable environment.
- Demonstrate activity techniques and skills to participants to encourage engagement and enjoyment.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- You must be educated to at least HNC/SVQ level 3 ideally in a Health & Safety related subject **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through Outdoor Learning Industry experience.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to to a system**

Scottish Social Services Council:

- N/A.

TEAM OBJECTIVES:

Facilitate regular, frequent, progressive, and sustainable outdoor learning opportunities with clear connections to the CfE for every child, at every stage, in East Lothian.

Develop programmes to support increased attendance and attainment, with a strong focus on Literacy, Numeracy, STEM & HWB

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	You must be educated to at least HNC/SVQ level 3 ideally in a Health & Safety related subject and/or able to demonstrate equivalent knowledge, skills and competencies gained through Outdoor Learning Industry experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle	Vocational Qualification in Outdoor Education or Technical Services Driving Licence with D1+E Regulated Outdoor First Aid Qualification
Previous Experience (Paid & Voluntary Work)	Outdoor Industry experience Equipment Storage Maintenance & Repair Inventory Management	Liaising with suppliers Procurement experience Managing vehicles Supporting group activities
Knowledge/ Skills /Competencies	Technical knowledge of Outdoor Equipment Understanding safety standards and best practice in Outdoor Adventure Sports (equipment & qualifications) Competence in risk assessing Strong communication skills both written and verbal IT skills including – Email, Spreadsheets, Database Management, Booking Systems, online platforms	Financial administration skills IT Skills including – Video Conferencing, Website Updates Problem solving skills Logistical planning skills Customer care skills

Personal Qualities	'Can do' focused Organised and detail-oriented Reliable & Responsible Flexible & adaptable Team Player Calm under pressure Inclusive & equality mindset Positive & engaging	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	

AUTHORISATION:

I have read the information contained in this document and confirm that it is an accurate reflection of the duties and responsibilities for this post.

Principal Outdoor Education Teacher

Signed

Date