



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Casual Ski Instructor

£16.49 – £17.91 per hour



Contents Page

[Recruitment Process and Key Dates](#)

[Job Profile](#)



Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 31/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Ski / Snowboard Instructor

Initial Location: Firpark Ski Centre

Reports to post (Title): Senior Ski Instructor / Team Leader – Sport, Leisure & Libraries

Service: Sport & Leisure Team / EDU

Date last updated: 27th June 2024

Date if superseded:

Grading Section

Eval Ref:

Post Number:

Grade: 5

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Chief Education Officer

/

Senior Manager – Sport & Leisure

/

Team Leader – Sport, Leisure & Libraries

/

Senior Ski Instructor

/

Casual Ski/ Snowboard Instructor

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

Within the Council's People service and across local communities and wider than Clackmannanshire deliver skiing/ snowboarding instruction to pupils, families and other customers. Following the instruction criteria and within the terms and conditions of Firpark Ski Centre

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- To provide ski / snowboard instruction to customers to the desired level and as instructed by the Senior Ski Instructor
- Assist in the administration associated with the relevant activities around ski / snowboard instruction
- Provide assistance with issuing ski / snowboard equipment as required and led by the Ski Technicians
- Assist Ski Technicians and provide cover when required
- Promote Firpark Ski Centre and develop good customer relations
- Attend all Staff training
- Keep all relevant qualifications up to date
- To be responsible for planning and preparing quality sessions across specific sports including lesson planning and evaluation
- To monitor and assess the development and progress of children, young people families and adults within the sessions
- To ensure that all sessions are enjoyable, safe and progressive for all those participating
- To remember you are representing Clackmannanshire Council, be objective and demonstrate the Council's Core Values
- To ensure all participants are treated equally
- Act as a role model to the participants
- Be positive, enthusiastic and offer praise
- Ensure arrival at least 10 minutes before the start of the class/session
- Ensure a register is taken at all classes

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. A.S.S.I. or B.A.S.I. qualified, with a current licence in relevant snowsports	Application, interview ,certificates
2. Good interpersonal skills	Application and interview
3. Shows initiative and has excellent organisational skills.	Application and interview
4. Has a positive attitude and is willing to learn	interview
5. Has an understanding of the need for high levels of discretion and confidentiality	interview
6. Is physically fit and able to perform the activities	interview

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
7. Experience of working in a sports development environment with children, young people, families and adults	Application and interview
8. Hold a valid First Aid Certificate	certificate
9. Familiarity with the Central Theme	interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The skiing / snowboarding will take place outdoors on the ski slope regardless of the weather (with the exception of thunder and lightening and other extreme conditions) The postholder must be dressed appropriately and wear the necessary branded clothing .

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The postholder must be fit and able to demonstrate skiing and snowboarding technique and skills relevant to the ability of the client group,
Act as a role model to the client group demonstrating strength, flexibility, stamina and skill as required

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder will require to prepare their lesson/ schedule ahead of taking the session and ensure progression for the clients

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

The postholder will require to engage, encourage and inspire the client group for the whole of the session

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The postholder is required to have regular communication with the Senior Ski Instructor and Ski Technicians where appropriate prior to and after sessions to ensure safety and quality for the clients

The postholder will require to be a member of the PVG scheme
The postholder will require to attend training, briefing and upskilling sessions as required by sports development and the annual programme

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The postholder may have some financial responsibility to ensure clients pay the necessary fees for the session but as far as possible this will be online or pre-booking

The postholder will require to submit data as requested by Sports Development

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The postholder will be responsible for ensuring sessions are operated in a safe and enjoyable manner and environment with due regard to health and safety, child protection and vulnerable adults adapting activities to suit the abilities and interest of the clients

The postholder must report any concerns or incidents involving sessions and participants immediately to the senior ski instructor.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N**HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O**CLIMATE CHANGE**

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.