Recruitment Profile

Post number	15908
Position title	Outdoor Education Instructor
Grade	6E
Department	People
Location	Kelso Cluster
Salary/Rate of Pay	22851.01 - 24614.32
Hours of work	29
Weeks per year	39
Number of staff responsible for	0
Reports to post number	Catriona Finn
Registration requirements	None
Drivers Licence required	N/A
Contract status	Temporary
Contract end date	1st July 2027
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	No
Role profile number	CAS 5A
Business World post status	Temporary
Work pattern	Monday - Friday (term time)
Vacancy number	SBO10508
Closing date	22/11/2026

Role purpose

Responsible for planning, introducing, delivering and reviewing a range of outdoor activities to a range of young people in various environments, dependent on individual competencies and qualifications.
Motivate participants and communicate effectively with them. Activities delivered may include: Trekking/walking in lowland and upland environments, Climbing (rock or indoor), Biking (road or off road), Camp craft (remote and local), Navigation, Orienteering, Canoeing and Kayaking (rivers or lochs), Rafting, Expeditions, Environmental Studies, Bushcraft.

PRINCIPAL DUTIES & RESPONSIBILITIES
Deliver a range of activities in line with the National Governing Body award held (where this exists) and in a safe, fun, educational context.
Provide structured planning and make best use of the time available.
Break skills down as appropriate, analyse performance and make improvements.
Make participants aware of their progress, and allow opportunities for feedback.
Brief all helpers on the aims of the session and the purpose of each activity.
Work with teaching staff, assistants, volunteers, and independently as required.
Undertake any mandatory training and / or CPD.
Maintain high administrative and coaching standards.
Work with due regard to the health and safety of participants, the public, and other employees.
Record and report on activity delivered where appropriate or required.
Understand and adhere to central Risk Assessments for activities involved in.
Carry out ongoing dynamic risk assessments for activities whilst leading.
To support and develop Outdoor Learning in the Scottish Borders.
To provide additional curricular support.
To support fieldwork in various outdoor environments.

RESOURCE RESPONSIBILITIES:

Recruitment Profile

Take responsibility for ensuring that any equipment is used correctly and is kept in good working order. Make use of appropriate equipment and adapt if necessary. Use time efficiently and effectively.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Lowland Leader Award Outdoor First Aid award TCL/Level 2 MTB Leader or equivalent	Hill and Moorland Leader Award Mountain Leader (summer) BOF Instructor MBL/Level 3 MTB Leader or equivalent British Canoeing leadership qualifications Bushcraft/Forest schools qualifications D1 minibus license Cycling Scotland Bikeability qualifications Driving License
Skills, knowledge and competences	Understanding of delivering outdoor experiences within educational contexts or as part of the curriculum	A background in teaching, sports coaching or community education.
Experience	Experience commensurate with the national governing body awards given above. Experience of working with young people from 8-18yrs, either in a residential or day based outdoor education setting.	Experience of delivering the Duke of Edinburgh Award Scheme Experience of front loading and reviewing activities.
Other	An ability to work successfully with all age groups, locally or within relatively remote locations, whilst not being supervised directly. An ability to work as part of a team, but also take the lead on activity delivery. Positive role model to children of all ages and backgrounds.	Knowledge and experience of digital learning packages. Good degree of IT competence and ability. Experience of the Evolve educational visits platform.

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Recruitment Profile

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

Recruitment Profile

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.