



## Graduate Development - Job Description

**Salary: £18,357 per annum**  
**43 Hours per week, average**

### The Outward Bound Trust

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The Outward Bound Trust is an educational charity providing journey based adventures with outdoor learning for young people from six centres across the UK.

The Trust run adventurous and challenging outdoor programmes focused on learning through frontier adventure. These programmes equip young people with valuable skills for education, work and life, and increase their knowledge and understanding of the natural environment. We help them become more confident, more effective and more capable at school, college and in the workplace.

### The Purpose of the Graduate Development Scheme

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The Trust's Graduate Development Scheme has been designed to enable committed and highly motivated Graduates to reach the standard required to be an Outward Bound Instructor in less than 12 months. On leaving the scheme participants will become instructors on a journey to become senior instructors in The Trust.

This is an intensive scheme. Successful candidates will work hard and be keen to progress to instructor at the earliest opportunity.

Graduates will have access to a wide range of formal and informal training opportunities that enable them to develop the skills to become an Instructor. Graduates will be mentored by an instructional member of staff who will guide and encourage them to reach the level of Instructor.

Monthly training credits (equivalent to £80) are available for individuals to progress with NGB qualifications that will be approved by their manager. In order to succeed on this scheme Graduates will need to commit a substantial amount of personal time to their CPD.

### Job Description

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#### Development Responsibilities

The Graduate will need to proactively manage the development of their interpersonal and hard skills during their time on the Graduate Development Scheme in order to achieve the standards of an Outward Bound Instructor.

To assist with this, they will have both group and individualised training:

- Own CPD days (self-managed)
  - Unlimited access to training opportunities on the course delivery program
  - Personal adventures to support the journey towards NGB qualifications
- Guided CPD days, designated training input
- Designated group work with young people with assigned coaches to develop them

- An instructor mentor
- Line reporting to a Learning & Adventure Manager who will guide and monitor their progress

### **Safety & Risk Management Responsibilities**

- Follow all The Trust's safety procedures and policies and keep up to date with changes as they occur. Report any issues relating to safety and risk management.
- Accept and understand that as part of the role in relation to safety, take direct and personal responsibility for the safety of participants, clients, visiting staff and self, including checking that the safety equipment is properly fitted and secure.
- Work within the limit of their internal authorisation and NGB qualifications to lead specific activities.
- Look after and maintain any of The Trust's equipment and resources. Report any defects to an appropriate person.

### **Other Responsibilities**

- Apply the guidance from the following documents in their course delivery and pastoral care:
  - 'The Outward Bound Trust – What It Means to Be Outward Bound'
  - 'The Outward Bound Trust – Handbook of Child Protection and Social Behaviour'
  - 'The Outward Bound Trust – Safety Rules and Risk Management Systems'
  - 'The Outward Bound Trust – Safety Working Procedures & Policies'
  - 'The Outward Bound Trust – General Safety Information'
- Exemplify on an ongoing basis the 6 areas of 'The Ways of Working Together' at The Trust.

### **Working Location**

Most of the Graduate Development Scheme is based from The Trust's Centre in Aberdovey. However, in order to widen their knowledge and experience Graduates will need to be flexible as part of their training will occasionally involve travelling and working from another of The Trust's centres. This will normally be in a week or two week block.

On moving to an instructor role they will locate to one of The Trust's centres to continue their career.

## **Personal Specification**

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### **Attributes**

To make a success of Graduate Development Scheme the Graduate will:

- be passionate about working in the outdoors
- be passionate about the development of young people
- be proactive, enthusiastic and above all hard working
- be active in the outdoors everyday
- be self-motivated and keen to continuously develop their own CPD

- have a strong interest in furthering facilitation skills, qualifications and personal growth in the outdoors
- be able to present a professional image and be a positive role model at all times
- be able to work on their own initiative
- be able to relate and empathise with all types of people with a customer service ethic
- be able to receive feedback and act upon it.

### **Skills and Knowledge**

Candidates must have:

- a Degree in Outdoor Education (or related, combined with another subject). We would consider applications from students who have graduated with a Youth Work degree, but they must have strong practical interest and experience in outdoor activities
- have outdoor instructor experience with young people
- experience of working unsupervised and being accountable for the safety of a group of young people
- personal experience of own outdoor adventures
- ability to work with guidance from more experienced staff as part of a team
- made good progression towards the Rock Climbing Instructor Award, Summer Mountain Leader Award, and canoeing qualifications.

### **Prior Experience**

- Personal experience of outdoor adventure and instigating own personal development
- Working in a learning, educational or development setting with young people
- Working unsupervised and being accountable for the safety of a group of young people
- Ability to work with guidance from more experienced staff as part of a team

### **Requirements for Instructor Level**

In order to progress to an Instructor position Graduates will need to have developed their interpersonal skills sufficiently to successfully work with a range of groups of young people and have achieved two NGBs assessments and one at training level from the list below:

- Summer ML
- RCI
- BC Paddlesport Instructor plus 3 star, or BCU UKCC Level 1 Coach plus 3\*, or old BCU Level 2 coach (canoe or kayak depending on centre needs)

### **Salary and Benefits**

**Salary:** £18,357 per year, plus benefits

### **Hours of Work**

On this scheme and as an Instructor you will work an average of 43 hours per week. The work pattern, however, will require you, at times, to work over 43 hours in a week. At other times you will work less than 43 hours per week, for example as support on the programme. Your time will be managed to establish and maintain sustainable working patterns.

Graduates are given a full time permanent contract with The Trust.

#### Benefits:

- Annual Leave of 24 days, plus bank holidays. Annual leave increases by 1 day per year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date
- Personal Accident Insurance while at work or commuting
- Choice of private healthcare (currently BUPA) or cash plan: on application after completion of probation; taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
- 8 weeks' sick pay at full salary in any 12 months
- Berghaus uniform items provided. Also opportunity to purchase Berghaus products at discount
- Staff bursaries: discounted course fees for family members
- Childcare voucher scheme
- Plus
  - Personal Adventures – The Trust has a positive attitude to extended/unpaid leave (forward planning is required)
  - Transfers from one centre to another: once work has started as an Outward Bound Instructor, they may be working at another centre

#### Probation Period

There is a 3-month probationary period from the employee's start date.

#### Outward Bound's Core Values

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***A belief that we all have undiscovered potential.*** We aim to create moments when everyone can see and believe in themselves as never before and to translate such moments into lessons for everyday life

***A belief in the power and magic of learning through adventure in the wild*** - as a means of bringing out the best in people.

***A deep appreciation of the balance between risk, reward and responsibility.*** We want people to have intense experiences with real consequences and powerful, positive and memorable outcomes

***A spirit of respect and compassion.*** We aim to stretch people both physically and mentally. In doing so we act with care, concern and generosity towards people and the natural environment.

#### The Way We Work Together at The Trust

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The Outward Bound Trust is a charity with over 300 skilled and talented employees who work together collaboratively in a variety of situations. To be effective we need to trust and value each individual to do their best to achieve our overall aims to develop young people. To achieve this staff across the organisation have developed "The Way We Work Together at The Trust". This, we believe, is the way that we should work together within The Trust. This is the culture that we want all employees – from the CEO to the rawest new recruit – to play their part in developing:

1. We are proud to work for The Outward Bound Trust. It is our responsibility to come to work each day determined to make it even better.
2. We are a small organisation with some very talented and deeply committed staff. Although line-management responsibilities and areas of ultimate responsibility are clear, we aim to be as non-hierarchical as possible. Constructive advice, comment or guidance from anyone to anyone is more than welcome.
3. We trust one another to do the jobs we have been recruited, trained and developed to do. Each of us taking personal responsibility lies at the heart of a great team performance. No-one should need or want to be micro-managed.
4. Everyone can be a leader because everyone is encouraged to use their “process authority” to influence what is happening within The Trust. Giving and receiving feedback, clarifying purpose and outcomes, actively listening, providing constructive suggestions are all examples of process authority and this can be exercised by any one of us at any time.
5. We should all look for ways to praise each other for the many things that we do well. In doing so we also earn the right to confront behaviour or performance which is unacceptable or which saps energy from the organisation.
6. The more effectively we communicate with each other, the better things will be.