



## Job Pack



## Lead Instructor

## Lapwing Lodge Outdoor Centre

## **Summary**

|                      |   |
|----------------------|---|
| <b>Role</b>          | Lead Instructor for Lapwing Lodge Outdoor Centre  |
| <b>Salary</b>        | <b>£26,000 – £28,000 pro rata</b>   |
| <b>Pension</b>       | Defined contribution of 3% by West Region with a minimum of 5% from employee  |
| <b>Hours of work</b> | 36 hours per week, to be worked in accordance with the requirements of the job, which requires evening and weekend duties.  |
| <b>Location</b>      | Lapwing Lodge Outdoor Centre, Gleniffer Road, Paisley, Renfrewshire, PA2 8UL  |
| <b>Annual Leave</b>  | 25 days a year (rising incrementally to a maximum of 32 days after 8 years) plus 8 bank holidays. The Centre is often over Christmas and New Year for specific customers. |

## **Lapwing Lodge Outdoor Centre**

### **Lead Instructor**



### **Lapwing Lodge**

Lapwing Lodge is West Region Scouts own centre. It comprises a 76-bed self catering hostel with bunk room accommodation, 4 Hobbit Houses containing 40 beds and 25 acres of mixed moorland, grass land and forest space, including a large camping field. It has a number of activity facilities on site including a high ropes course, a dam for water sports, a fixed archery range, wooded areas and large outdoor activity spaces. Lapwing Lodge is managed by a Centre Manager who is supported by the Lapwing Lodge Support Team (LLST). This is led by the Lead Volunteer of the LLST, who reports to the trustee board of West Region Scouts.

### **The Lead Instructor Role**

West Region are seeking a Lead Instructor for their Outdoor Centre, Lapwing Lodge. The successful candidate will be responsible for overseeing and leading all aspects of the activity provision at Lapwing Lodge, including delivering activities, supporting the administration of group bookings, leading volunteer teams and managing the activity infrastructure. The lead instructor will also be responsible for all aspects of the day to day operation of the centre in the absence of the centre manager.

### **The Individual we are looking for**

Previous experience in a similar role, holds qualifications. Support will be given to upskill and develop including qualifications

Whilst embracing the Values of Scouting, you will be business-focused and results-driven with a passion for excellence in customer service. Ideally, you will have a background in the outdoor industry and have experience and a track record in business development and improvement and working with staff, customers, and volunteers. You will be a strong team player, able to inspire and motivate staff and volunteers and have excellent networking skills.

## Key Tasks

- Manage the day-to-day operating of the centre in the absence of the Centre Manager.
- Deliver and run activities within your skillset.
- Lead and coordinate the volunteer activity instructors, including day to day leadership as well as supporting their development and growth.
- Develop the programme and activity offerings of the centre through development of new and existing activities.
- Coordinate and carry out the inspection, maintenance, repair, replacement, and improvement of the Lapwing Lodge activity infrastructure including activity structures and activity equipment, carrying out these tasks or liaising with external contractors as appropriate.
- Follow the risk management processes in place including updating the risk assessments for all activities.
- Support the centre manager in the daily running of the centre, including maintenance and domestic tasks around the centre as required.
- Work in partnership with the Lapwing Lodge Centre Manager and the volunteer teams
- Provide regular updates and reports to the Lapwing Lodge Centre Manager.
- Contribute to the development plan for Lapwing Lodge in partnership with the Centre Manager.

## The person we are looking for

- Previous experience as an activity instructor in a multi activity environment (E)
- Previous experience in a similar Lead instructor role (D)
- National Governing Body Qualifications, for example ERCA instructor and rescuer qualifications, Archery GB instructor qualification, Climbing Wall Instructor/Rock climbing Instructor, British Canoeing qualifications or cycling/cycle maintenance qualifications. (D)
- A current First Aid Certificate (E)

- Computer literate with experience using Microsoft office 365 packages (E)
- PPE Inspection and management experience (E) with PPE inspection qualification (D)
- Ropes course inspection qualification (D)
- Experience engaging with and leading volunteers (D)
- Customer service experience/experience managing bookings and customer enquiries (D)
- Previous experience of working within set budgets (D)
- Current driving licence (E)
- A willingness to undertake CPD and further training, supported by the Centre. (E)
- Able to plan and prioritise tasks and manage own workload (E)
- Experience working with a range of client groups including children, adults and clients with additional support needs (E)

## **Applications**

Please send a CV to [Stephen.allan@westregion.org.uk](mailto:Stephen.allan@westregion.org.uk) by 30 September 2025, an acknowledgement of all applications will be sent.