

JOB DESCRIPTION FOR POST OF EDUCATION INSTRUCTOR

Responsible to Sue Rose, and in her absence any other Director
Responsible for - Education, Funding, Administration and Market research

Area of work	Duties
Education	Plan and lead groups who visit the centre and groups in school when required, ensuring their safety at all times
	Set up and clear away all equipment for visiting groups
	Produce teaching resources for visiting groups & replenish when used
	Help develop/or personally invent new education programmes and promotion details (posters, web, facebook etc)
	Record all activities followed by your visiting group ,with notes on how to improve delivery (remember Data protection)
	Support fellow instructors
Funding	Research possible funding
	Produce usage information figures for funding applications
	Help produce evaluation forms, surveys and figures which support funding applications
	Apply for funding if appropriate and not in conflict with other applications being made
Office administration	Gain an understanding of the booking procedures from office team
	Help the office team, working through Sarah Sutton.
	Answer the phone correctly, encourage bookings and generally promote the centre
Market research	Collate usage figures, names and numbers of school groups and programmes study
	Utilise any spare time between groups to the centre's advantage by contacting schools to generate much needed business
General support for the centre	Tidy, sweep any classroom used and make ready for the next leader/group
	Offer help to the cleaning team as appropriate (Community events, toilets, dormitories, classrooms) Look at wall calendar to see next event/usage.
	Lead party activities if required
	Help keep the outside site looking good and clean
	H&S check site and Reserve - report any problems to Nigel
	Lead uniformed groups if required
	Lock/unlock premises when required
	Buy into the ethos of the centre and support the volunteers workload.
Promote the centre at every opportunity	