**Role description for a**

**District Skills Instructor**

**Outline:** To manage and lead the delivery of the relevant Adventurous Activity in accordance with Scout Association Policy, Organisation & Rules (POR), and applicable national activity guidelines.

In particular, the planning, organisation, safety and delivery of the Adventurous Activity for which you hold the appropriate Scout Association Activity Permit (eg. climbing, abseiling, hillwalking, kayaking, canoeing and archery).

Note: Skills Instructors are not restricted to holding one Scout Association Activity Permit and it is acknowledged that training and knowledge of one Activity may enhance the delivery of another Activity through the exchange of methods and ideas.

Each Activity will be conducted with the help of other Skills Instructors, Section Leaders, Assistant Section Leaders, Section Assistants, Young Leaders and members of Scout Active Support as appropriate. Some of the tasks for which the Skills Instructor is responsible may, subject to POR and the event Leader’s approval be delegated to other adult leaders who must be members of TSA holding an adult Leader appointment be they Section Leaders, Assistant Section Leaders or Section Assistants.

**Responsible to:** Assistant District Commissioner Activities.

**Responsible for:** the conduct of the Adventurous Activity for which an Activity Permit is held (eg. climbing, abseiling, hillwalking, kayaking, canoeing and archery) as defined in POR Chapter 9, Activities. See: https://members.scouts.org.uk/documents/por/POR%20March%202016%20-%20Chapter%209.pdf

**Main Contacts:** Young people, parents / carers, Section Leaders, Assistant Leaders, Section Assistants, Group Scout Leader, Assistant District and County / Area Commissioners (Section and Activities), Explorer Scout Leaders, Explorer Young Leaders, other Skills Instructors.

**Appointment requirements:** There are 3 sets of requirements. First, you must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). The minimum membership requirement is as an Associate Member. Module 1: Essential information needs to be completed with your Assistant District Commissioner Activities (ADC Activities) responsible for induction.

Second, the relevant SA Activity Permit must be held before a Group Skills Instructor can lead the appropriate activity (eg. climbing, abseiling, hillwalking, kayaking, canoeing and archery).

Finally, a valid first aid certificate should be held to ensure participants have immediate access to a first aider if required during the activity. For activities where access to emergency services may take longer than three hours, such as on a hill or mountain over three hours from a road or track (Terrain 2), then a certificate for a two-day first aid course should be held. For example, the two-day emergency first aid course for adventurous activities organised by CMAT.

Before the District Commissioner can grant an Activity Permit, sign off is required for all of: Technical Competence; understanding of Scout Association Rules; Safeguarding; Managing Safety; and Personal Suitability. This is conducted by Activity Assessors and District or County Activity Advisers.

**Acquiring an Adventurous Activity Permit:** An explanation of the Activities Permit Scheme and how to acquire an Adventurous Activity Permit can be found on the Suffolk County website at: <https://www.suffolkscouts.org.uk/2016-07-27-10-27-45/2016-07-27-10-35-24>

**Further training:** In the first instance, you should speak to your ADC Activities, be this for Archery, Air Rifle Shooting, Canoeing & Kayaking, Caving, Climbing Walls, Climbing & Abseiling, Crate Stacking, Dinghy Sailing, Gliding, Hill Walking. Mountain Biking, Offshore Sailing, Rafting, or other Scout Association approved activities. Funding may be available for some courses for you to increase or broaden the skills you have.

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| **Main Tasks** |
| 1. Planning & Preparation |
| Reconnaissance:  ‘Time in reconnaissance is never wasted!’ Defining your aim. What are the affecting  factors? What are the options open to you? What is the best option? Where? When? How? Why?  Resourcing:  Venues, kit, clothing needed, age and experience of young people, instructors, supporting  leaders and OH parents etc. Key ratios.  Safety:  Risk assessments and risk management as planning tools to help ensure the safety of young people and adults alike. What are all the safety measures that need to be put in place? How to mitigate risk.  Communication:  Communication with young people and adults to set expectations and help ensure a successful activity. |
| 2. Delivery of the Adventurous Activity for Beavers, Cubs, Scouts or Explorers |
| Communication:  Communication with young people and adults. Briefings at the beginning and the end of the activity.  Safety:  Safety and on-going risk assessment. Adult communication and supervision. Weather.  Time appreciation. Dealing with incidents. Accidents & First Aid provision. Shelter. Food & drink. Asking for help. |
| 3. Post-Activity |
| Debriefing:  Feedback and evaluations by young people and adults – at the time and after the activity.  Review & learning:  What went well, not so well? What changes might improve things next time? |