



Activities Assistant

Application Information Pack

Welcome

At Scouts NI everyone is welcome. Every week more than 8,600 young people aged 4–25 take part in Scouting across Northern Ireland, supported by over 2,600 adult volunteers. Through our six sections, Squirrels, Beavers, Cubs, Scouts, Explorers and Network, we give young people the skills they need for school, work, challenges and big dreams.

We are strong advocates for diversity, equity and inclusion. We are guided by our values of integrity, respect, care, belief and cooperation. At a time when communities can feel divided, Scouting brings people together. We encourage our young people to do more, learn more and be more. As part of a worldwide movement, we are creating stronger communities and inspiring positive futures.

This role is an opportunity to be part of that journey and help us support even more young people across Northern Ireland.

A handwritten signature in black ink, appearing to read 'Stephen Bell', with a stylized, cursive script.

Stephen Bell

Scouts NI Chief Volunteer

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I want a new generation to learn the skills, friendship and belonging I felt when I needed them most. I want to show that the outdoors is a place for all of us to be at our best, that Scouts is truly open to all.



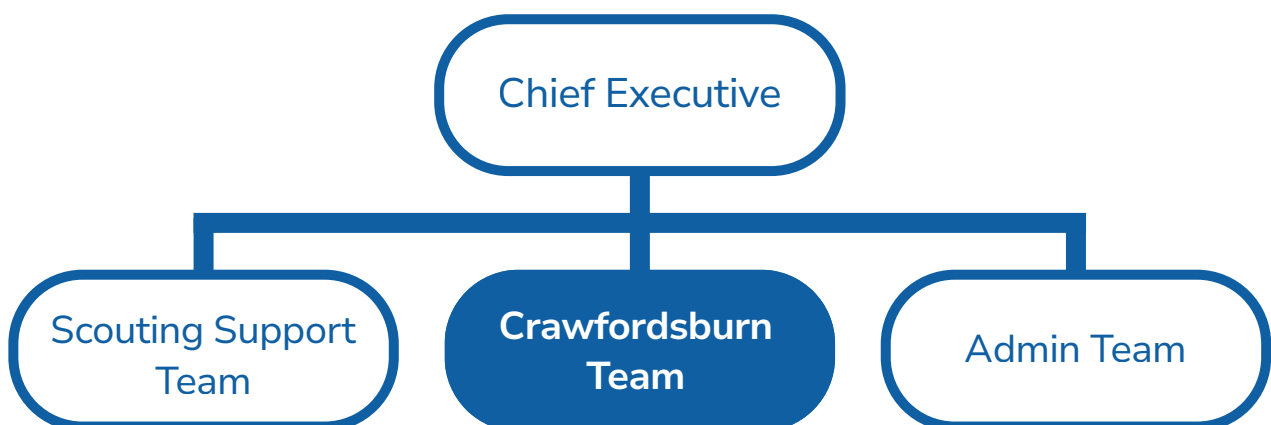
Dwayne Fields
UK Chief Scout

You'll be helping change young people's lives. But what else is there for you?

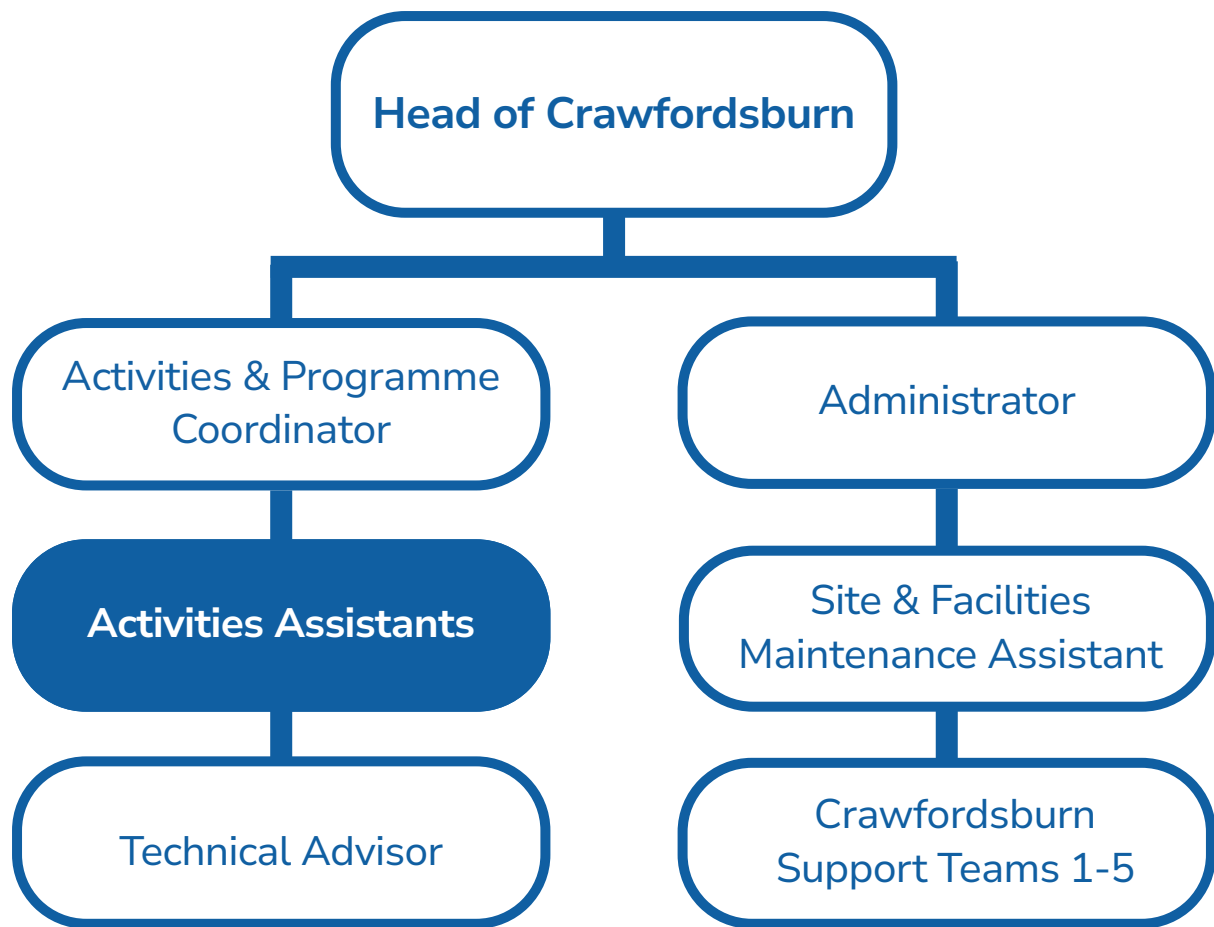
- Plenty of opportunities for learning and development.
- Casual staff will receive holiday pay once per year in accordance with hours worked.
- When you're at the office, you'll be surrounded by 22 acres of beautiful woodland at Crawfordsburn Activity Centre.
- Free Parking at Crawfordsburn Activity Centre.

How we're structured

- Scouts NI have two key locations, our NI Headquarters is based at Ardnally Scout Centre and our Scout Centre, Crawfordsburn Activity Centre.
- We have three key teams in Scouts NI:



Crawfordsburn Team Structure:



We're the Crawfordsburn Team. We're doing well, but you can help us do better.

Since the pandemic, society has been through so many hurdles and now we are finally getting back to doing things which feel like the 'old normal'. At Crawfordsburn Activity Centre we are changing how we do things to provide a premium service to everyone who uses our facilities.

The Crawfordsburn Team is a growing team and a key part of the work of Scouts NI, as well as working with schools and youth groups to help them achieve their full potential; connecting and engaging with new communities and sharing our key values of cooperation and integration!

If you join us, you have the chance to help make a difference in other people's lives, helping the Team in Crawfordsburn as we grow, develop and provide first class facilities and activities.

Ian Paden

Head of Crawfordsburn



Job Description

Activities Assistant

Reports to:	Activities & Programme Coordinator
Responsible to:	Head of Crawfordsburn
Team:	Crawfordsburn Team
Base Location:	Crawfordsburn Activity Centre
Term:	Casual - as required.
Remuneration:	£13.50 per hour
Hours:	Variable hours throughout the year as required by the Activities and Programme Coordinator to meet customer and operational requirements, including evening and weekend work. Depending on customer demand you may be called to work at short notice. Work may be required on statutory holidays throughout the year.
Access NI:	Enhanced disclosure.

Core Purpose

The Activities Assistants are responsible for the delivery and instruction of a series of outdoor activities and programmes at Crawfordsburn Activity Centre. These currently include archery, air soft target shooting, abseiling, zip lining, caving simulation, climbing (tower and wall), grass sledging, team building, and others. New activities and programmes are currently being developed.

Key Tasks

- To assist with the safe delivery of a range of on-site activities and programme options to customers of Crawfordsburn Activity Centre.
- To encourage the use of the Centre for the enjoyment of users, by maximising available resources and promoting a user-friendly atmosphere, while maintaining a high standard of health and safety, and good order.
- To work as part of a team to assist with the delivery of programme and training support to Scout and non-Scout customers.
- To follow procedures and systems of work to ensure that safety is always maintained.
- To maintain all administrative records involved with the efficient management of the Centre.
- To ensure that all activity equipment is properly maintained and inspected and appropriate checks are carried out and recorded before use.
- To assist with the ongoing development of operating procedures and review of risk assessments.
- To assist with testing, maintenance and cleaning of equipment.
- To assist with maintenance and cleaning of the site and its buildings to ensure a clean and efficient welcome to all users of the site.
- Undertake any other duties as may reasonably be required.

About you

Essential

1. Able to work using own initiative and make dynamic decisions.
2. Able to understand and implement an activity risk assessment to ensure safety and compliance.
3. Possess strong communication skills to motivate, encourage and engage individuals and teams.
4. Proficient in IT skills including e-mail, word processing, and spreadsheets.

Desirable

1. An NGB award or Permit for outdoor adventurous activities.
2. Previous experience working with children, young people and adults.
3. Experience in a leadership role in a youth organisation or similar setting.
4. Experience in delivering outdoor activities to young people.
5. A First Aid qualification.

Notes

In the event of a large number of applicants the appointments panel will apply some or all of the desirable criteria at short listing stage.

What you can expect from Crawfordsburn Activity Centre...

- Training in everything related to your role as an Activity Assistant.
- Training to obtain a relevant First Aid qualification.
- The chance to join a dynamic team in a world class outdoor activities setting.
- Payment for assisting with activities when called upon.
- Support for your personal development.
- Fun and friendship with your colleagues and supervisors.
- Use of centre equipment and facilities in your own time to maintain your expertise and competence.
- We will provide appropriate uniform.



What Crawfordsburn Activity Centre expects from you...

- Work strictly in accordance with all policies and procedures with no deviation to 'do your own thing'
- Uphold and actively promote the rules of the Centre and especially maintain a high standard of safety and PPE.
- Provide your own suitable and fit for purpose clothing.
- Maintain a clean and tidy appearance
- Attend regularly and participate in any training required to maintain your competence.
- Maintain your personal competence in the activities you take, including keeping a detailed log book of all training, activities undertaken and activities provided. This may mean working at home/attending the centre in your own time to practice, learn from, and shadow more experienced colleagues. Your log book will be inspected regularly.
- Maintain your membership of any NGB as required by your qualifications.
- Be a responsible member of staff and set a good example to colleagues and customers.
- Use your own initiative within policies, procedures and rules of the Centre.
- Agree with the Aims and policies of the Scout Association.

Get in touch and apply for that dream job today!

[Apply here](#)

This is a rolling recruitment process, so there is **no closing date for applications**.

Applications will be reviewed as they are received. If your application is successful, you will be invited to attend an **assessment day**. Assessment days will be arranged throughout the recruitment process, and you will be provided with **full details following your invitation**.



Crawfordsburn Activity Centre
20a Bridge Road South, Helen's Bay, Co. Down, BT19 1JT