

Job Title:	Lead Instructor (Active Plus)
Location:	Head Office Base in Truro, working across Cornwall
Salary banding:	£25,000 p.a. pro rata
Contract type:	15 Hours per Week - Fixed Term until 31 st March 2027
Responsible to:	Operations Support and Veteran Coordinator

Active Plus are a Disability Confident employer and the winner of the Beacon Inclusivity Award 2022. Active Plus pride themselves on providing a safe and non-judgemental workplace. We welcome applications from all members of society. Please let us know if you require this job description in an alternative format.

Main Purpose of Job:

The Veterans Inspiring People project aligns with the overall Active Plus aims as it will ultimately improve community cohesion as it places veterans and the wider community at the heart of its delivery. The project aims to engage with, and improve the lives of people in the Cornish community who are inactive and therefore at higher risk of social isolation, ill-health and poor wellbeing.

Wounded, injured and sick military veterans will act as inspirational role models within the community as they build confidence, increase resilience and promote inclusion for all, therefore improving the lives of local people, as well as their own. In your role as Lead Instructor, you will be instrumental in boosting the confidence, motivation, and communication skills of our participants. Your responsibilities include leading the delivery of bespoke courses, utilising the skills and experiences of military veterans.

Operating across various Active Plus projects, you will lead a team who are inspiring people towards positive life changes. Your key role is to oversee the course delivery, working alongside your team of Instructors and volunteers across Cornwall. These courses will have a strong focus on enhancing confidence, well-being, resilience, and team-building, with Instructors offering crucial support to participants on their personal journeys.

You will promote and represent Active Plus ensuring that it plays its part in positive and successful progression for course attendees. You will bring a wealth of experience from your time in the Armed Forces and have the ability to inspire, motivate and promote positive change.

This post is funded by the National Lottery Community Fund

Key relationships:

Internal	External
<ul style="list-style-type: none"> • Active Plus Senior Management Team • Project Management Team • Active Plus Delivery Team • Volunteers 	<ul style="list-style-type: none"> • Other project delivery partners • Strategic and Referral organisations e.g. Jobcentres, Local Authority, NHS, Housing Associations, Voluntary and Community sector organisations • Course attendees • Local organisations, employers & businesses

Main Duties and Responsibilities:

- Using your unique skills and experience you will plan, prepare and deliver engaging confidence and motivation courses to communities, organisations and businesses throughout Cornwall
- Work as part of a team of deliverers to inspire, motivate and engage participants, across a range of backgrounds and abilities, ensuring that courses are inclusive and meet the needs of all participants
- Ability to adapt to situations as they arise to ensure positive outcomes for course attendees
- Engage with local communities, partner organisations and businesses to build a strong network that will improve the lives of those living locally
- Identifying course delivery opportunities which will include meeting potential participants, and informing them about the company, courses and activities
- Adhere to policies and processes set by Active Plus and relevant Project Management Teams
- Develop and maintain effective relationships with other partner organisations, building a good knowledge of the specialist support and activity on offer that adds value to delivery of courses
- Supervise Instructors and Volunteers throughout the delivery of courses
- Mentor and train new volunteers joining the Active Plus delivery team. Working alongside the project team, you will help facilitate as participants will be given the opportunity to volunteer alongside the experienced team of Instructors.
- Plan, prepare and deliver end of course presentations for each cohort liaising with local dignitaries to attend certificate presentations
- Identify appropriate delivery venues for Active Plus courses
- Attend meetings as required
- Ensure that data protection guidelines are followed at all times
- Any other reasonable duties as required

Person specification

Skills, knowledge and experience		
Essential	Desirable	How identified
Experience of delivering effective and engaging training.	Leadership and management qualification	CV Personal statement Interview
A knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	Experience of serving in the armed forces.	CV Personal statement Interview
Experience of effective working within a partnership to achieve mutual targets.	Knowledge of the local labour market and current opportunities available for employment and training.	CV Personal statement Interview
Ability to communicate with a wide range of audiences.	Experience of working within Cornish communities	Personal statement Interview
Good working knowledge of the full Microsoft Office suite.	ECDL qualification or similar.	CV
Experience of coaching, mentoring and supporting participants to achieve their goals.	IAG, teaching or coaching qualification.	CV Personal statement Interview
Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	Experience of grant funded delivery	CV Personal statement
Current clean driving licence and access to a vehicle for business use		CV

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

Application Process:

To apply for this role please submit the following documents via email to Rob Bradshaw rob@activeplus.org.uk

1. A CV of no more than two sides of A4 and
2. A Covering Letter of no more than two sides of A4 detailing why you would be

ACTIVE PLUS

VETERANS INSPIRING PEOPLE

suitable for this role

The closing date for all applications is **Sunday 14th April 2024**

Interviews will take place week commencing **Monday 22nd April 2024**