



Birr Outdoor Education & Training Centre

Job title: Outdoor Education Instructor

Qualifications: Kayaking, Canoeing, Hillwalking, Rock Climbing, Orienteering and Archery. A current First Aid qualification

Desirable: D1 or a D1E Mini Bus Licence

Back Ground:

Laois and Offaly ETB provide Outdoor Education services in Birr Outdoor Education & Training Centre.

Birr Outdoor Education & Training Centre offers outdoor education courses to groups of people from the ages of 6 to 80 years old. We provide qualified instructors, activities, accommodation, meals, all necessary specialist equipment. Courses are flexible and programmed to meet the needs of each individual group.

We have a large variety of activities and resources and the experience of 40 years in this field. Birr OETC is equipped to a very high standard and all equipment is carefully maintained. We are also one of the few residential outdoor centres that can offer sole occupancy for your school or college trips which brings huge benefits for everyone. We offer programmes at all levels from Introductory Skills to Instructor Training and Assessment.

We are a non-profit-making body affiliated to the Department of Education and Skills under the auspices of Laois and Offaly Education and Training Board. It is mandatory for all our staff to be fully qualified and certified by the relevant governing bodies, be Garda vetted and complete ongoing training courses.

Role of an Outdoor Education Instructor:

An outdoor education instructor works with individuals and groups, instructing them in a range of activities on a day and residential basis. These activities include abseiling, kayaking, canoeing, team initiative games, hill walking, orienteering, climbing tower, gorge walking, rock climbing, abseiling, body surfing, raft building, indoor rock climbing, caving maze and camping.

Courses can vary from a half day up to two weeks.

Our customers vary in range and age from 6 years up. They can come from schools, youth clubs, guides/scouts, camps or on an individual basis.

You will be required to wear a Birr Outdoor Education & Training Centre uniform (provided) and be neatly presented.

Working Hours

Working days are dictated by a roster and a detailed programme. While the normal working day is from 09.00 a.m. to 17.45 p.m. A duty instructor will commence their duty at 5.00 pm and finish at 10.00 am the next day. Outdoor Education Instructors are required to work evenings, overnights and weekends.

Hourly Rate: €15.28 per hour, double pay Sundays, and allowances for Saturday and overnights.



The duties of Outdoor Education Instructor include:

1. To instruct and lead individuals and groups in the various activities organised by the Centre having regard to the educational ethos of Birr Outdoor Education & Training Centre.
2. To operate all activities according to required operational standards & best practice as set out in the Centre Operations manual and Safety Briefs.
3. To be responsible for the safety, instruction, supervision and enjoyment of those in his/her care.
4. To be responsible for the maintenance, storing and control of all Birr Outdoor Education & Training Centre equipment and property.
5. To be actively responsible for the supervision & direction of groups during non-activity periods such as mealtimes, and before and after activities until such time as responsibility has been handed over to group leaders or another member of staff.
6. To communicate effectively with the Centre Manager & Senior Instructor on all issues.
7. To maintain appropriate skill, fitness and qualification levels so as to enhance instructional performance.
8. To maintain appropriate records for group visits, programmes and accidents/incidents.
9. To assist with the design of programmes, course notes and other related administrative duties. Aid in preparing activities to suit the needs, abilities and experience of each group.
10. To be fully conversant with Centre Operating Procedures, Governing Body Guidelines & Statutory regulations.
11. To attend training courses as required and to meet agreed training targets for NGB qualifications.
12. Any other duties as required by the Centre Manager

Note:

This job description is neither definitive nor restrictive and may be modified to meet changing environments

SKILLS: Instructors should possess the following attributes

- Ability to lead and manage groups of people
- Ability to give clear instructions and explanations
- Patience and the ability to inspire confidence and give encouragement
- Calmness in difficult or dangerous situations
- Responsible attitude and awareness of health and safety
- Ability to deal with challenging behaviour if necessary
- Good organisational skills
- Commitment to maintaining a culture and ethos appropriate to Outdoor Education
- High levels of personal motivation, adaptability and creativity
- Ability to work under pressure and to set timetables
- The ability to work on their own initiative and as part of a team



Privacy Notice

By applying for any post, working or volunteering with, or otherwise taking up any position with Laois and Offaly Education and Training Board (LOETB), you acknowledge that your personal data (including special category personal data) shall be processed by LOETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.loetb.ie/data-protection.

1. We are LOETB. Our address and contact details are Administrative Offices, Mountrath Road, Portlaoise, Co. Laois (057/8621352). We provide secondary level education, further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at www.loetb.ie/data-protection.
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at www.loetb.ie/data-protection.
3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within LOETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other



regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at www.loetb.ie/data-protection.

4. We do not transfer your personal data to a third country or international organisation.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain your data even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.loetb.ie/data-protection.
7. You have the following statutory rights, that can be exercised at any time:
 - a. Right to complain to supervisory authority.
 - b. Right of access.
 - c. Right to rectification.
 - d. Right to be forgotten.
 - e. Right to restrict processing.
 - f. Right to data portability.
 - g. Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at www.loetb.ie/data-protection, or alternatively contact our Data Protection Officer.

8. We have appointed a Data Protection Officer (DPO). The DPO's name and contact details are Frank Walsh, Administrative Offices, Castle Buildings, Tara Street, Tullamore, Co. Offaly (057/9349400), email: dpo@loetb.ie. If you have any queries, please consult our Data Protection Policy (available at www.loetb.ie/data-protection) or contact our DPO at dpo@loetb.ie.

Terms & Conditions of Appointment

- The appointment will be subject to the sanction of the Chief Executive.
- The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- Any offer will be subject to the receipt of two satisfactory references.
- Appointment is to Laois & Offaly ETB as a whole, not to a particular centre. LOETB reserves the right to transfer Officers as the needs of the scheme dictates.
- For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at LOETB's expense, a medical examination by a qualified practitioner nominated by LOETB.
- Extern work may not be undertaken without the prior consent of LOETB

Sick Leave and Special Leave

Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.

Garda Vetting

Laois & Offaly ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board's recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable. LOETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education Early Retirement Scheme for Teachers Circular 10/2007

The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease.

Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Exclusions

Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:

Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the *same employment or the same sector*. Therefore, such retirees may not apply for this position;

Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.

Ill Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

