



Job Description

Title	Lead Activity and Team Building Instructor
Responsible to	Operations Manager
Responsible For	Freelance Event Staff
Key Function	Event Managing and Instructing on BlueSky Corporate Team Building Events across the UK Leading and Managing Great Away Days Leisure, Stag and Hen Events at Hopetoun Contact Person to the Client and maintaining that position throughout the Event Maintaining Clean and Tidy Venues Stores and Equipment
Key Responsibilities	<p>Great Away Days-Leisure Customers</p> <ol style="list-style-type: none"> 1. Instruct Quad Biking, Archery, Air rifles, Highland Games and other leisure activities for Great Away Days events 2. Event manage the Stag and Hen events on Saturdays as the lead instructor/event manager 3. Maintain constant contact with the freelance staff organising kit maintenance and rotas. 4. Ensure that staff/ contractors are clean, tidy and wearing the correct uniform, including safety equipment where required. 5. Record, Maintain and complete fully all relevant paper work for the event 6. Ensure that venues are clean, tidy and presented to the clients to the standard expected by BlueSky Experience. <p>BlueSky Experiences- Corporate Customers</p> <ol style="list-style-type: none"> 1. Deliver and Manage the Designed Event to the Client 2. Maintain Key Contact Position with the Client during the event. 3. Ensuring that staff/ contractors are clean, tidy and wearing the correct BlueSky Experiences Uniform, including safety equipment where required. 4. Ensure that staff –especially new staff are aware of company policies and Risk Assessments for Activities and Amendments to Risk Assessments. 5. Record, Maintain and complete fully all relevant paper work for the event. 6. Ensuring that all venues are clean, tidy and presented to the clients to the standard expected by BlueSky Experience. 7. Undertake site visits and with or without the client, to make sure venues are suitable for the activities. <p>General</p> <ol style="list-style-type: none"> 8. Maintenance of all operational equipment. 9. Assist in the development and construction of BlueSky in a Box products.

Agreed on Behalf of Bluesky Experiences Ltd, Bachilton House, Methven Perth, PH1 3QX

Name Signature

Date

Agreed by employee.

Name Signature

Date