Seasonal Instructor

Every year Phoenix Outdoor Centre look for full-time instructors to join our small, friendly team for the summer season. (average 40 hours per week with varying but flexible working hours)

Phoenix Outdoor Centre is a small but busy outdoor and watersports centre based in the heart of North West London on the Welsh Harp Reservoir. We operate 7-days a week delivering water sports courses and activities as well as some land-based activities. No two days are the same as we deliver to a wide variety of client groups and individuals, of all different needs and abilities, encompassing all ages. We work closely and value our relationship with our users, tailoring activities to them and making sure they get the most out of their visit to us.

The role is both an instructor and leadership position. You will need to have the attitude and aptitude to assist with the delivery of a variety of activities throughout the six-month period of the contract, and demonstrate exemplary ability and application to the role, both through your personal skills and professionalism. Paddle sports are our most popular activities so there is a requirement for applicants to be qualified through British Canoeing to deliver these, we can deliver in house training for some of our other activities, but some experience or RYA Instructor qualifications would also be highly desirable.

Working hours will include evening/weekend and Bank Holiday working, however you would not be expected to work every weekend and Bank Holiday. We are a small team who work flexibly to make sure all necessary hours are covered.

Phoenix Outdoor Centre is an equal opportunities employer and welcomes applications from anyone who meets the criteria in the Job Description, irrespective of gender/gender identity, age, disability, religion, belief, sexual orientation, marital status or race, and will always seek to ensure no one is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Job Description

Post Title:	Seasonal Instructor
Location:	Phoenix Outdoor Centre & Canoe Club, 61A Cool Oak Lane, London, NW9 7ND
Hours:	40 hours pw full time, seasonal contract, 16th April – 31st October 2026, including some weekend and Bank Holiday working. (Room for flexibility on dates available.)
Salary:	Circa £10k - £12k for 6 months (pro rata £20k to £24k pa) dependent on qualifications & experience + employer pension contribution + tbc days holiday in employment period including bank holidays

Benefits:	Opportunities for professional development and additional qualifications
Responsible for:	Supporting the day-to-day running of Outdoor Centre
Closing Date:	27 February 2026
Application Process:	Written or Video CV and covering statement demonstrating how you meet the requirements in the Person Specification.

Applications to be sent by email to: phil@phoenixoutdoorcentre.co.uk.

Main Duties

- Supporting the Management Team with session planning and delivery of safe outdoor, water sports sessions and Youth Holiday Schemes. Delivering all courses and activities to a high standard in line with the centre's operational procedures, policies & guidelines, whilst meeting the participant's needs and/or required session outcomes.
- Regular checks and ongoing maintenance of various types of outdoor equipment.
- Supporting the Management Team with leading and mentoring sessional instructors and/or volunteers as required.
- Accurate logging of various records including working hours, participant information and other administration.
- Working with consideration for their own personal safety and that of all others on site and within our areas of activity.
- Help to maintain the tidiness and cleanliness of the centre and working environments.
- Support and maintain positive, professional, working relationships with the staff team, sessional instructors, volunteers and all Centre users.
- Take an active role in promoting and upselling activities to users and potential users at the Phoenix Outdoor Centre & Canoe Club. No job description can be entirely comprehensive, and the job holder will be expected to carry out other associated duties as required from time to time.

Person specification

Essential:

- British Canoeing Paddle sports Instructor/Coach qualifications. Or RYA Senior Dinghy Instructor with experience of delivering other non-sail sports activities
- Enhanced DBS check result to Phoenix Outdoor Centre's satisfaction
- Experience in delivering and assessing skills across various types of activity sessions and courses
- Experience working with both adult and youth clients and with individuals/groups with additional support needs
- Ability to recognise, understand and maintain safe and tidy working environments
- Excellent & professional customer care skills
- Ability to plan, prioritise and manage own workload in an efficient and proactive manner
- A 'team player' with excellent communication and interpersonal skills
- Ability to monitor, evaluate and review services/client progression
- Ability to be flexible in a dynamic working environment
- A good level of personal and professional timekeeping
- High standards of personal presentation

Desirable:

- Current First Aid qualification
- Current Safeguarding Certificate
- RYA Dinghy Instructor or Higher
- RYA Powerboat, Windsurfing, or First Aid Instructor
- RYA Powerboat Level 2
- British Canoeing Stand up Paddleboard Qualifications
- British Canoeing Personal Performance Awards Provider
- Experience with Improvised Raft Building, Orienteering and/or Teambuilding
- Forest School Leader qualifications
- D1 or D1/E Minibus Driving Licence
- Good standards of written, numeric and IT (MS Office / Google Docs) skills
- Experience leading and mentoring other instructors