

Paddlesport Instructor Application - SCA

Thank you for taking an interest in the role of Paddlesport Instructor Tutor or Aspirant Tutor.

We currently have over 30 experienced Paddlesport Instructor Tutors that deliver British Canoeing Paddlesport Instructor Course in Scotland. As we develop our programme of courses and prepare for the launch of the new Paddlesport Instructor course our need for trained Tutors is increasing. We particularly welcome applications from women and minority groups who are currently under-represented in our team.

Being a Paddlesport Instructor Tutor is a demanding, but also very rewarding as you will be directly supporting, mentoring and assessing Paddlesports Instructors who go on to introduce tens of thousands of people to our sport.

In this application pack you will find information on how to apply as well as the requirements of the role and application forms/options

I wish you good luck for your application.

Andy Murray
Head of Coaching and Development

Application process/timeline

- Application open 3rd July 2018

We will process applications as they are submitted, it is essential that you discuss your application with and seek the permission of your references before submission.

- Application deadline 21st August 2018 (12:00 (noon))
- Application decisions by 21st September 2018

Application decisions will be sent via email (unless agreed otherwise) If successful your offer will be conditional, based on attending an orientation successfully and completing an any agreed action plan within an agreed timescale.

If successful applicants are required to book on to an orientation event within 12 months (21st September 2019), failure to book on to an orientation may require a new application to be submitted.

Feedback

Successful or not applicants will be given the opportunity to discuss their application, explore possible actions to strengthen future applications or discuss suitable alternatives.

Application method

Applications can be made via our [on-line application form](#). However, if you would prefer to submit your application via email please use the word document version in the application pack.

If you would like to submit an application in a different format or would like to discuss a reasonable adjustment to the recruitment process or discuss your suitability for the role before applying please contact andy.murray@canoescotland.org

Regardless of method of submission the deadline for submissions is 12 noon 21st August 2018.

Applications submitted after this time will not be considered for this intake and will be placed on a reserve list for future intakes.

If submitting applications via email please ensure you send the document as a MS Word or Apple Pages document, please do not lock or convert to PDF, submissions should be sent to andy.murray@canoescotland.org

Conditions Attached to the Role:

We as yet do not have on record that you currently meet the Tutoring and assessing qualification requirements for this role, could you please either forward evidence of these qualifications to me or please plan to achieve them by the 31st July 2020. Whilst you are gaining these awards you will still be able to work on and lead courses.

Paddlesport Instructor Tutors are considered a 'managed provider role'. This invitation to continue in the role of Paddlesport Instructor Tutor is reliant on you meeting the criteria in your invitation and you residing in England and maintaining British Canoeing Membership. If, in the future, you move residence or home nation membership, the role will not automatically transfer and will need to be reviewed with the new home nation coaching manager, this will include a workforce needs assessment and may include reviewing your application on the most up to date provider requirements.

Privacy

SCA takes your privacy seriously and will only collect necessary personal data to administer your application to become a Paddlesport Instructor Tutor.

To protect your data, we will:

- make sure it's treated consistently with our privacy notice
- not allow other companies to use it to contact you with their own marketing unless you've given your consent.

Your data will be shared with British Canoeing Awarding Body for auditing purposes. It will not be shared with any other third party organisations.

British Canoeing will hold your data on file for a period of three years to send you information about other relevant tutor opportunities and to meet British Canoeing Awarding Body requirements unless you tell us otherwise by emailing andy.murray@canoescotland.org

Please bear in mind that if you request your data to be deleted we will no longer be able to provide you with updates about tutor opportunities.

British Canoeing has updated its privacy policy. To view the current policy and how we use your data, please visit www.canoescotland.org/about

Orientation Events

Scotland	
1 st December	Orientation (Pinkston)
7 th December	Orientation (Glenmore Lodge)

England	
15 th November	SUP Support Day (South West)
16 th November	Orientation (South West)
17 th November	Orientation (South West)
21 st November	Orientation (Central)
22 nd November	Orientation (Central)
27 th November	Orientation (Gloucester area)
28 th November	Orientation (Gloucester area)
6 th December	Sup Support Day (Manchester area)
7 th December	Orientation (Manchester area))
8 th December	Orientation (Lake District)
9 th December	Orientation (North East)
12 th December	Orientation (East)
13 th December	Orientation (South East)
22 nd January 2019	Sup Support Day (Central)
23 rd January 2019	Orientation (Central)
24 th January 2019	Orientation (Central)
2 nd or 3 rd May (TBC)	Orientation (Anglesey)

Wales	
8 th November	Orientation (Cardiff)
24 th November	Orientation (Plas Y Brenin)
Northern Ireland	
10 th November	CANI Main offices

Joining and booking instructions will be sent out to successful applicants on the 21st September.