



Dear applicant,

**Re: Health and Wellbeing Development Programme Intern**

Thank you for your interest in working at the Lambourne End Centre. I have enclosed an application pack for the above position, as requested. Please find enclosed the following:

- Information and Application Notes
- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form

Please read all of the information thoroughly before beginning your application. Please complete your application in full, (using black ink to facilitate photocopying) before returning it, as failure to do so may result in your application not being taken any further. Please note that only completed application forms will be accepted; please do not submit your Curriculum Vitae.

Please send your completed application form to:

**By post:**

Carolan Casey  
Lambourne End Centre  
Manor Road  
Lambourne End  
RM4 1NB

**By Email:**

[carolan.casey@lambourne-end.org.uk](mailto:carolan.casey@lambourne-end.org.uk)

The closing date for completed application forms is Monday 3<sup>rd</sup> February 2025; all applications need to be received by no later than 9am. Short listing will take place once the application deadline has passed, and will be based on how well applicants match the Person Specification and have the experience needed to successfully meet the requirements of the Job Description. Therefore, please be sure to clearly show how you meet the selection criteria when completing your application. Interviews for shortlisted candidates will take place on Wednesday 12<sup>th</sup> February 2025.

If you would like us to acknowledge receipt of your application please also enclose a stamped self-addressed envelope.

Thank you once again for your interest in working at the Lambourne End Centre. I look forward to receiving your completed application.

Yours sincerely,

Carolan Casey

**Personal Assistant to Rob Gayler, Chief Executive Officer**





**lambourne end**  
centre for outdoor learning  
*inspired to inspire*

**APPLICATION PACK**



## Lambourne End Centre for Outdoor Learning

Lambourne End Centre is a fantastic 54 acre site in south west Essex which is full of opportunity. The Centre's scenic location in a rural setting, yet on the doorstep of East London's urban fringe creates a unique resource. It offers visiting groups (predominantly from East London) a completely alternative perspective. The Centre boasts residential accommodation and training facilities, outdoor adventure activities, a garden project and a working farm with dedicated environmental areas. These are used to generate a wide range of programmes which promote and deliver personal development opportunities for young people, especially those at risk or struggling in traditional mainstream environments. All the programmes are designed to encourage team building, problem solving and communication skills, as well as build confidence and raise aspirations. Many of the young people the centre works with have particular needs which cannot always be addressed within formal education.

### Lambourne End Limited

The Centre is run by Lambourne End Limited (LEL) which was set up in July 2004 as a joint project between the charity Aston-Mansfield (which owns the site) and three East London YMCAs, who have all invested seed money in the company; although, the company itself is an independent entity. The board was originally comprised of representatives of these four member organisations and a small proportion of independent Trustees, however in 2017 the company welcomed new independent Trustees onto the Board, and adopted revised Articles of Association to reflect the new direction that the charity is heading in. This has been possible following ten years of growing performance and confidence based on solid foundations laid by the original founding members.

### Work Undertaken by Lambourne End Centre

As one example of the type of work we do, our Alternative Education programmes provide a range of courses for students aged from 6 – 19 years old who benefit from work-based training to enhance their learning. They may have learning difficulties, challenging behaviour or struggle to cope with mainstream education, and are often written off, by themselves and others, from future meaningful employment. Using three aspects of our work; farm maintenance and animal care, estate management and conservation, and sport and recreation the young people can work through three key programmes which focus on; Self and social development, Skills progression and development, and Moving On. Through these programmes the young people can obtain accredited vocational qualifications and develop their self esteem so they have the confidence and social development to further their progression either back into school, in training or employment and within their communities.

Many of the young people with whom we work come from areas such as Newham in East London, where 35% of the population is under 20 years old and youth unemployment is double the national average. (On average approximately 75% of groups come from the Redbridge, Barking & Dagenham and Havering boroughs.) Many young people are deemed to be "at risk", have been in trouble with the police, come from a disturbed background, and are (or are close to being) excluded from school. Unemployment is also double the national average, 40% leave school with no qualifications and youth crime and drug and alcohol abuse are major problems.

During the time we have been in operation we have made increases in the number people/groups using the centre. We have also substantially increased sales and grant income.

Please see the table below for detail of groups and users:

	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
<b>Groups</b>	590	473	488	352	327	369	367	175	439	486
<b>Individuals</b>	12050	12246	12532	14495	11734	13741	13167	5394	17784	18379

## **The Future**

There has also been much investment in the Centre; a number of team building and environmental activity stations have been created around the site and an artificial caving system, climbing wall and wheelchair abseil and zip line have been constructed. Once planning permission is received a two acre lake will also be created.

At present, there are 19 full time members of staff, 6 part time staff and 13 sessional members of staff working at the centre, supported by a committed team of volunteers to run programmes and manage the farm and facilities. It is clearly a very exciting time for the Centre and it is growing in reputation. There is a rapidly increasing interest in the Centre and its programmes, and a momentum generated which we are keen to build upon.

## **About your application:**

You must complete all parts of the application form. Curriculum Vitae (CV) are not acceptable; neither is an application form that simply refers to an enclosed CV.

The post for which you are applying will bring you into direct contact with children, young people and vulnerable adults. During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. All members of staff at Lambourne End are DBS checked.

Lambourne End does not discriminate on grounds of age. We request your date of birth and employment / education dates in line with the Safeguarding Children – Safer Recruitment and Selection in Education Settings Guidelines.

### **Suitability**

Please use this section to tell us how you meet the person specification, and how your experience will enable you to fulfil the job description. Candidates will be shortlisted from the information they provide in this section of the application form.

### **References**

One of the referees you list must be your current employer (or teacher if you have just left education). Each of your referees must be able to comment on your professional abilities. Please note that references from friends or relatives are not acceptable. We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether they have any concerns about your suitability to work with children, young people or vulnerable adults.

### **How did you learn of this vacancy?**

Your answer to this question will help us to identify how best to target applicants for similar posts in the future.

### **Are you a relative or partner of any employee or Trustee of the Lambourne End Centre?**

We ask this question to ensure a fair selection process. If you are related to anyone one at the Centre, we will avoid asking your partner or relative to be part of the selection process.

## **Equal Opportunities Monitoring Form**

The Lambourne End Centre is an Equal Opportunities Employer. To help us monitor our recruitment procedures, we would be grateful if you would complete the monitoring form.

Completion of this form will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

The information you provide on this form does not form part of the selection procedure. The form is separated from your application form and is only used to help us monitor our procedures effectively.

### **What to do when you have completed your application**

1. Before signing your application form, please ensure that every section has been completed.
2. Return the form as instructed in the covering letter of this pack, by the closing date shown in the advertisement and the covering letter of this pack.
3. Applicants will only be acknowledged if a stamped address envelope is enclosed with their application.
4. Following short listing, you will be notified of the outcome of your application.

### **Shortlisting**

Short listing will take place once the closing date for applications has passed.



This post has been generously supported by the Jack Petchey Foundation

## Job Description

- POSITION:** Health and Wellbeing Programme Development Intern  
**SALARY:** £ 22,222 per annum pro rata  
**HOURS:** 35 hours per week which may include some rotary evening and weekend work taken as Time Off in Lieu.  
**LOCATION:** Lambourne End Centre

This role is a 12-month paid Internship to begin during March 2025, supported by the Jack Petchey Foundation.

As part of this role, you will be part of the Jack Petchey Internship Programme with 20 other interns from different youth organisations in London and Essex. This development programme will involve attending a launch conference, six professional development workshops throughout the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person in London and you will be expected to take full part in this programme alongside your role and monitoring programme at Lambourne End Centre for Outdoor Learning. You must be able to take up the role between 1<sup>st</sup> and 24<sup>th</sup> March 2025.

For further information about the Jack Petchey Internship Programme, please visit

<https://www.jackpetcheyfoundation.org.uk/opportunities/internships/>

## Primary Tasks

To shadow and assist instructors while they plan and run outdoor learning activity sessions which make best use of the Centre's resources including the farm, gardens, environmental and adventurous activities. To understand how we set targets for learners, encourage reflection and record progress. To talk to young people about their experiences at our Centre and at other provisions.

To use this knowledge to develop programmes that specifically promote improved health and wellbeing using our outdoor learning environment. To pilot a variety of health and wellbeing focused programmes run at different times for varying groups of young people to help the Centre engage effectively with more young people and increase its ability to deliver meaningful programmes that help address the increase in poor mental health and wellbeing among young people.

To take full part in the Jack Petchey Internship Programme and the Mentoring Programme. This will include online or London based events including a launch event, professional development workshops, review sessions and a celebration event.

**Hours of work:**

35 hours per week will include some rotary evening and weekend work taken as Time Off in Lieu.

**Equal Opportunities, Health and Safety:**

It is required that the duties described are undertaken in accordance with Lambourne End Ltd's operational policy with particular reference to Equal Opportunities and Health and Safety and should comply with all current farm legislation requirements.

**Authority:**

To exercise delegated authority within the LEC's policies and to liaise with the Learning Programme Co-ordinator in fulfilling the following duties.

**Accountability:**

Responsible to the Programmes Manager who supervises and appraises the Programme Development Intern on behalf of Lambourne End Ltd and The Jack Petchey Foundation.

**Relationships:**

To liaise with the Programmes Manager regularly to discuss key ideas and plan which areas to focus on. To liaise with key staff on the vocational programmes to learn about their programmes and how they plan and review them. To engage with young people, referral agencies and parents to gauge their opinions. To participate in all relevant meetings and training sessions, including supervisions with the Programmes Manager and as part of the Jack Petchey Internship and Mentoring Programmes.

**Key Tasks:**

- Develop knowledge and understanding of the variety of outdoor learning opportunities available at the Centre and how they could benefit our local community.
- Develop knowledge and understanding of the key issues affecting young people's health and wellbeing and the barriers they face.
- Support the delivery of programmes that help address these issues using the resources available at the Centre.
- Assist in piloting of these programmes, and review their success.
- Encourage participation in these and other Centre programmes through marketing and publicity, especially making use of Social Media.
- Monitor, record and evaluate the success of the role.
- Take full part in the Jack Petchey Internship and Mentoring Programmes.

**Responsibilities:**

- To liaise with the Programmes Manager to develop a timetable for spending time with different groups to develop Centre knowledge.
- To support other members of staff involved in the delivery of courses and to be responsible for the management of any students in your care.
- To ensure that work areas are maintained in a safe and clean state appropriate to the activity and at the end of each working day to leave activity areas and equipment clean, tidy and secure.
- To be responsible for your own safety and the safety of the client group in your care, including planning and taking responsibility for students during breaks.
- To make an active contribution to safety including any ongoing risk assessing and the diligent use of accident, incident and near miss reporting.
- To ensure that any equipment is maintained to the highest standard and to report any defects or missing items.

- To liaise with client groups effectively, efficiently and professionally and to act as a positive role model, e.g. demonstrating prompt time keeping, using initiative to keep students busy and on task.
- To play an active part in the generation and development of new health and wellbeing programmes and initiatives.
- To aid the Programme Manager in the piloting of programmes, ensuring that there are measurable outcomes for the participants.
- To attend staff and planning meetings appropriate to the employment.
- To assist the marketing of courses with local organisations to aid recruitment of more young people and further develop the project.
- To attend courses, seminars and training sessions deemed appropriate to the employment by the Centre CEO or Programmes Manager.
- To carry out such duties as reasonably assigned by the CEO, Programmes Manager, Learning Programmes Coordinator or delegated individual, which are appropriate to the post and the work of the centre.
- To complete tasks as set by the Jack Petchey Foundation.

**Outcomes**

- The efficient, safe management of the Centre's programmes.
- Additional health and wellbeing programmes added to the Centre's portfolio
- Good public relations to enhance the Centre's reputation in the wider community.
- Full use of the established channels of communication.
- Care of property and equipment.
- The development of professional competence.
- Facilitate students achieving realistic targets and outcomes.

***Job Description agreed on***

**by:**

.....  
Post-holder's Name

.....  
Line Manager's Name

.....  
Post-holder's signature

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Line Manager's signature

.....  
Job Title

.....  
Job Title



## Person Specification

### Essential Experience:

- Experience of working with and talking to young people from a variety of backgrounds and with a variety of needs.
- Experience and interest in working in the outdoor environment.
- Experience or interest in working with animals.
- Experience of creating and planning new ideas.
- Experience using IT for research and planning purposes.

### Essential Abilities:

- To think creatively and generate new ideas.
- To be able to find solutions to problems.
- To work well as a member of a team.
- To be neat and tidy both in appearance and domestically.
- To relate well to young people and adults.
- To motivate, enthuse and organise young people and adults.
- To communicate confidently, clearly and effectively.
- To co-operate and work well with others in the pursuit of team goals.
- To share information and support others, both clients and staff.
- To plan ahead.
- To work well under pressure.
- To adapt quickly and confidently to new situations.
- A level of fitness commensurate with the demands of the job.
- To be available to work weekends.
- Able to work flexible hours.

### Essential Attitudes:

- Have an enthusiasm to work with a combination of animals, plants adventure activities and people.
- Has a passion for inspiring people through outdoor learning
- Is adaptable and responsive to new ideas.
- Seeks out and acts upon feedback on own performance, adopting a "Learning attitude" to all work activities.
- A commitment towards developing farm and environmental activities within the framework of equal opportunities.
- A commitment to promoting environmental awareness.
- A commitment towards staff development and on-going training.
- A commitment to completing all tasks to the highest standard and with professionalism.
- A positive attitude to all responsibilities and tasks.
- To keep qualifications in date and to be well informed as to the current developments and best practice in those activities.

### Desirable Experience

- Possession of a current first aid certificate.
- A teaching, instructing or mentoring qualification.
- Ability and licence to drive a minibus.
- Ability to work with animals.