



Dear applicant,

**Re: Seasonal Outdoor Learning Instructor**

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)

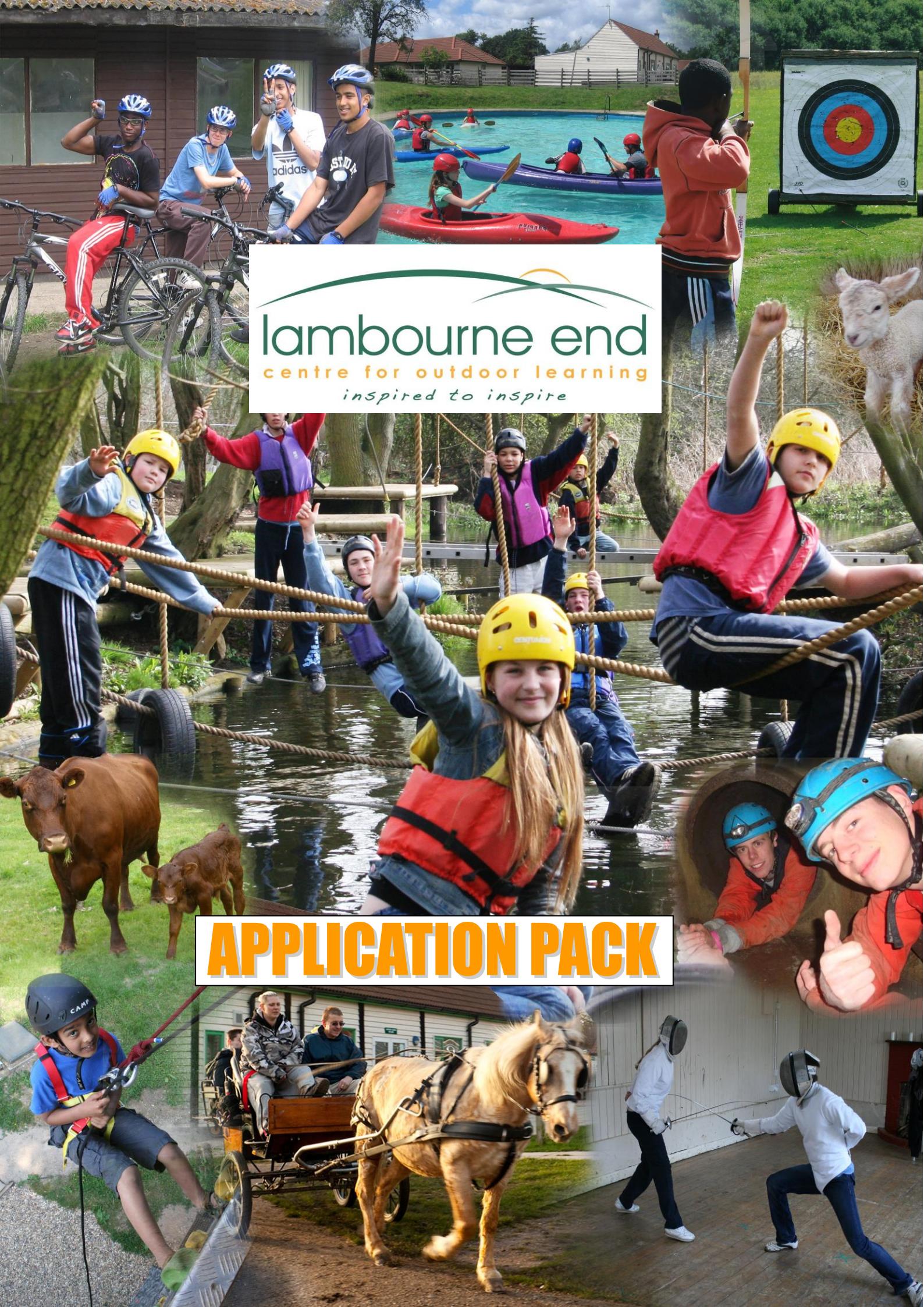
The closing date for completed application forms is Wednesday 7<sup>th</sup> January 2026; all applications need to be received by no later than 5pm. Short listing will take place once the application deadline has passed, and will be based on how well applicants match the Person Specification and have 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 Monday 19<sup>th</sup> January 2026.

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**



# 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:

	<b>2014 - 2015</b>	<b>2015 - 2016</b>	<b>2016 - 2017</b>	<b>2017 - 2018</b>	<b>2018 - 2019</b>	<b>2019 - 2020</b>	<b>2020 - 2021</b>	<b>2021 - 2022</b>	<b>2022 - 2023</b>	<b>2023 - 2024</b>
<b>Groups</b>	473	488	352	327	369	367	175	439	486	517
<b>Individuals</b>	12246	12532	14495	11734	13741	13167	5394	17784	18379	18708

## **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 23 full time members of staff, 10 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 / educations 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.



## JOB DESCRIPTION

### SEASONAL OUTDOOR LEARNING INSTRUCTOR

<b>Position</b>	Seasonal Outdoor Learning Instructor		<b>Rank</b>	8	<b>Version No</b>	1.0
<b>Reporting To</b>	Adventurous Activities Coordinator			<b>Department</b>	Instructors	
<b>Contract terms</b>	<b>Full time</b>	Part time	<b>Fixed term</b>	<b>Permanent</b>		
<b>Responsible for</b>	Delivery of Outdoor learning sessions					

This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post-holder may be required to undertake other duties of similar level and responsibility.

#### **SUMMARY OF ROLE & PURPOSE**

To instruct and deliver outdoor activities and assist with all activities and duties related to the programmes delivered by the centre.

#### **MAIN DUTIES AND RESPONSIBILITIES**

Take responsibility for the safety of all participants and site guests around the site and on activities  
To take responsibility for groups while they are on site.  
Take responsibility for the maintenance and development of activity equipment and facilities.  
Take responsibility for one's own safety onsite and that of customers.

#### **MAIN ACCOUNTABILITIES**

- To be responsible for preparing, delivering and evaluating activities at the Centre.
- To Instruct and supervise challenging and stimulating outdoor activities and personal development programmes, appropriate to the individuals qualifications and/or experience.
- To instruct or assist with any client group, appropriate to the individual's qualifications and/or experience.
- To be responsible for your own safety and the safety of the client group in your care.

#### **COMMUNICATION AND LIAISON**

- 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 development of the Centre and the various programmes.
- To assist with essential course administration and keep up to date with all other relevant documentation.
- To assist with, or to supervise, activity clubs and/or open skills sessions.
- To make an active contribution to safety including any ongoing risk assessing and the diligent use of accident, incident and near miss reporting.

### **PROGRAMME DELIVERY/OUTCOMES**

Participants get the most out of their time spent at the Centre, are made to feel safe, welcome and have the opportunity to improve their mental health and personal development to help them reach their full potential.

### **DECISION MAKING**

- To be directly responsible to the Adventurous Activities Coordinator who supervises and appraises work on behalf of the Chief Executive Officer.
- To keep the Adventurous Activities Coordinator informed of matters relating to operational duties.

### **PLANNING AND ORGANISING RESOURCES**

See main accountabilities

### **GENERAL DUTIES AND RESPONSIBILITIES**

- To carry out night duties if using the centre accommodation.
- To play an active part in the Centre's maintenance programme including maintaining equipment and reporting any defects or missing items and ensuring that activity areas are maintained in a clean and safe state.
- To work off site on tasks related to the employment.
- To be available for weekend and evening work when necessary.
- To attend staff and planning meetings as appropriate.
- To attend courses, seminars and training sessions deemed appropriate to the role by the Chief Executive Officer or Adventurous Activities Coordinator.
- To implement new initiatives at the centre, in consultation with the Chief Executive Officer or Adventurous Activities Coordinator.
- To carry out such duties as reasonably assigned by the Chief Executive Officer, Adventurous Activities Coordinator or delegated individual, which are appropriate to the post and the work of the centre.

### **OUTCOMES**

- The efficient, safe delivery of outdoor activity sessions as part of the Centre's programmes.
- 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 participants achieving realistic targets, qualifications and soft outcomes.

***Job Description agreed on***

***by:***

.....  
Post-holder's Name

.....  
Post-holder's signature

.....  
Job Title

.....  
Line Manager's Name

.....  
Line Manager's signature

.....  
Job Title

**PERSON SPECIFICATION**  
**SEASONAL OUTDOOR LEARNING INSTRUCTOR**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	An NGB qualification in outdoor activities.	Current first aid certificate
	Reasonable standard of educational attainment to GCSE level	A relevant qualification in providing support for people with learning disabilities / poor mental health
<b>Skills, Abilities and Competencies</b>	Ability to think creatively and develop innovative solutions	
	Relate well to young people and adults.	
	Good communication and interpersonal skills	
	Planning and organisation	
	Work well under pressure	
	Good practical	
	To work effectively as a member of a team.	
	To adapt quickly and confidently to new situations.	
<b>Experience</b>	Experience of taking part in and leading outdoor activities to groups of people	Knowledge & understanding of the benefits of outdoor learning
	Experience of working with young people with a range of differing additional needs	Previous experience in providing support for people with learning disabilities / poor mental health
		Possession of a full driving licence.
<b>Personal Attributes</b>	Collaborative	
	Confidential and trustworthy	
	Physically fit	
	Patient and calm	
	Inspirational	
	Professional	
	Empathetic	
	Available to work weekends and able to work flexible hours.	

**The post holder will be required to complete an enhanced DBS check.**