



Dear applicant,

Re: Grounds Maintenance Worker

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

The closing date for completed application forms is Monday 4th March 2024; 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 Thursday 14th March 2024.

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
Groups	590	473	488	352	327	369	367	175	439	486
Individuals	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.

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

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.

Position	Grounds Maintenance Worker	Rank	7	Version No	1.0
Reporting To	Site and Facilities Manager	Department	Site and Facilities		
Contract terms	<i>Full time</i>	<i>Part time</i>	Fixed term	<i>Permanent</i>	
Responsible for	To undertake repairs around the site				

SUMMARY OF ROLE & PURPOSE

To assist in the maintenance, upkeep and development of the site working alongside the site and facilities team, whilst working towards the Centres development and upgrade goals. This will include running estate-related educational activity sessions. To maintain the site at all times to keep it safe for animals, students, volunteers and visitors.

MAIN DUTIES AND RESPONSIBILITIES

To exercise delegated authority within Lambourne End Centre's policies and to liaise with the Site and Facilities Manager in fulfilling the following duties.

To keep the Site and Facilities Manager regularly informed of issues relating to the site and equipment. To participate in all relevant meetings and training sessions, including an annual appraisal with the Site and Facilities Manager.

MAIN ACCOUNTABILITIES:

- Assist the Site and Facilities Manager in keeping the site at a high standard and safe for service users.
- Undertake day to day repairs around site.
- To assist in ensuring the estate is well managed to encourage the natural biodiversity of the site.
- To assist in ensuring that the site is ready to receive groups and that everything they need is in place such as tents, campfire equipment/materials and BBQs.
- To inspect key areas around site and report any issues found.
- To assist the Site and Facilities team where required to help complete wider tasks.
- To meet regularly with the Site and Facilities Manager to keep track of ongoing and future jobs.

- To assist in the delivery of vocational land-based courses, ensuring that students are supported and given every opportunity to succeed.

Communication and Liaison

- To supervise volunteers and work-related learning placements working on the site.
- 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.

Programme Delivery/Outcomes

- To assist in the delivery of vocational land-based courses, ensuring that students are supported and given every opportunity to succeed.
- To ensure the welfare of each participant throughout the day, including transport, breaks and work time.
- To ensure relevant jobs are planned, organised, and set up for each session.
- To play an active part in the development of the various programmes.

Decision Making

- To monitor the site and facilities and ensure that any issues are recorded and reported.
- To be accountable for individual tasks set and reporting their completion.

Planning and Organising Resources

- To assist in carrying out repairs around site.
- 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 ensure that work areas are maintained in a safe and clean state appropriate to the activity and equipment. At the end of each working day to leave activity areas and equipment clean, tidy and secure.
- To be responsible for the set up and tidying away of materials and classrooms when working with groups.
- To ensure that all communal areas are clean and tidy following a group's departure.
- 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 maintain the site, keeping the fencing, buildings, and general infrastructure in good order.
- To support other members of staff involved in the delivery of courses.
- To attend staff and planning meetings appropriate to the employment.
- To work off site on tasks related to the employment.
- To implement new initiatives.
- To attend courses, seminars and training sessions deemed appropriate to the employment by the Centre CEO or Site and Facilities Manager.
- To work on other programmes at the Centre, as directed by the Programmes Manager.
- To maintain and further develop good relationships with external contractors.
- To carry out such duties as reasonably assigned by the Site and Facilities Manager, Course Coordinator or delegated individual, which are appropriate to the post and the work of the centre.
- To take a sustainable approach to work carried out around site.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Current driving licence	Current first aid certificate
		Machinery tickets/ vehicle licences
Skills, Abilities and Competencies	Ability to think creatively and develop innovative solutions	
	People management skills	
	Good communication and interpersonal skills	
	Planning and organisation	
	Work well under pressure	
Experience	Experience of maintaining an estate or site	Knowledge & understanding of sustainable site work
	Knowledge of different tools	Previous experience in providing support for people with learning disabilities / poor mental health
	Good understanding of health and safety	
Personal Attributes	Collaborative	
	Confidential and trustworthy	
	Physically fit	
	Positive	
	Inspirational	
	Professional	