



Dear applicant,

Re: Garden 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

The closing date for completed application forms is 22nd September 2021; 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 either Thursday 30th September or Friday 1st October 2021.

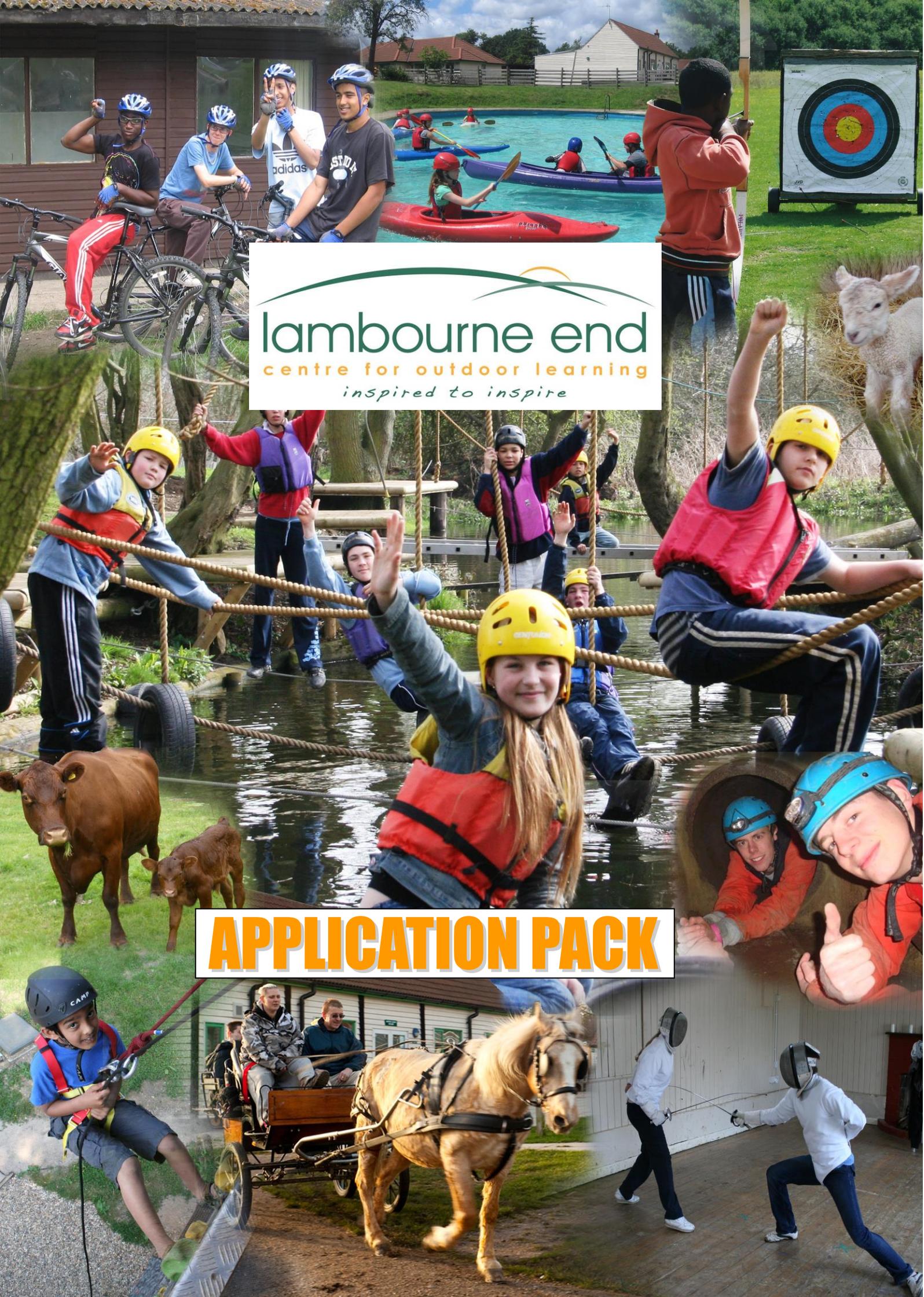
If you would like us to acknowledge receipt of your postal application please also enclose a stamped self-addressed envelope.

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, experience social and emotional difficulties, 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
Groups	590	473	488	352	327	369	367
Individuals	12050	12246	12532	14495	11734	13741	13167

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 18 full time members of staff and 15 part time staff working at the Centre, supported by a committed team of volunteers and sessional workers 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

LAMBOURNE END CENTRE

POSITION: Garden Instructor
SALARY: £18,500 per annum
HOURS: 35 hours per week Monday – Friday, but will include some rotary weekend and evening work. Additional hours worked will be given back as time off in lieu.
LEAVE: 25 days (plus public holidays).
PENSION: Auto enrol. 4% employee contribution, 4% employer contribution.
LOCATION: Lambourne End Centre.

Equal Opportunities, Health and Safety:

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

The post holder will need to have experience of **allotment style organic gardening** and planning and developing crop rotations.

Additionally, experience of working with people with learning disabilities, learning difficulties and those living with poor mental health is desirable

Benefits of the role

You will have the opportunity to make a positive difference to the learning environment and opportunities for participants with complex needs including those with learning disabilities, learning difficulties and autism.

Authority:

To assist the Food for Thought Co-ordinator in the running of the Food for Thought Programme. Working on a daily basis, providing technical horticultural supervision to ensure that the programme runs effectively and efficiently.

Accountability:

Responsible to the Food for Thought Co-ordinator, who supervises and appraises the gardener on behalf of Lambourne End Limited.

Relationships:

To keep the Food for Thought Co-ordinator regularly informed of issues relating to the growing spaces, crop growing, disease control as well as day to day running of the gardens. To participate in all relevant meetings and training sessions, including an annual appraisal with the Food for Thought Co-ordinator.

To help the Farm & Site Manager by supporting and encouraging any farm volunteers and/or trainees working on the farm.

Primary Tasks:

- To take responsibility for all aspects of food growing on the Food for Thought Programme on a day to day basis and to provide technical information and instruction to staff and participants including:-
 - Working with the garden team to determine a list of garden tasks to be done on a daily basis (taking into account the season, weather conditions and skill set of participants working on the gardens)
 - supporting participants and volunteers and providing technical supervision.
 - (To maintain high levels of human resource management to) ensure that all participants are kept safe, feel valued and gain the most from their experience.
- To plan a growing schedule that fully utilises the growing season and provides regular work throughout the year (including tasks to be done during wet weather); ensuring that there is a regular flow of produce into the farm shop.
- To maintain and develop the horticultural areas including weeding, watering, soil preparation and soil enrichment.
- To take responsibility for seed sowing, plant propagation and food production.
- To take responsibility for natural compost production and organic methods for pest and disease control.
- To take responsibility for checking, on a regular basis, that all horticultural tools and equipment are in safe working order.
- To assist the Food for Thought Co-ordinator in taking responsibility for all aspects of the Food for Thought Programme on a day to day basis, including transporting participants to and from site.
- To supervise volunteers and programme participants working on the horticultural areas.

Additional Tasks:

- To take responsibility for the daily cleanliness and tidiness of the horticultural areas, farm buildings and the surrounding areas, reporting any damages or misuses to the Farm and Site Manager.
- To help with the preparation of other horticulture resources which link to gardening sessions.
- To assist in the monitoring, evaluating and reviewing of the programme by:
 - seeing that daily records are kept and collated including relevant records of Health and Safety, for example, risk assessment documents
 - helping the garden Lead Instructor with monitoring information on participants.
- To help participants to develop culinary skills and assist them in the production of jams, pickles, chutneys etc., which can be sold in our farm shop.
- To take shared responsibility for the security and care of the site to ensure it remains a safe, attractive site for people to visit.
- To provide the Food for Thought Co-ordinator with administrative support and undertake any other duties as required from time to time.

All of the above-mentioned duties are neither exclusive or exhaustive and you may be required to carry out other duties as may be deemed necessary by the Centre Manager.

Prepared: 2nd August 2021

Job Description agreed on:

by:

.....
Post-holder's Name

.....
Line Manager's Name

.....
Post-holder's signature

.....
Line Manager's signature

.....
Job Title

.....
Job Title



Person Specification Garden Instructor

The following requirements will be assessed by application form in the first instance and for shortlisted candidates by interview.

Please make sure that you complete the application form with reference to these requirements.

Professional Qualifications and knowledge base

- | | |
|--|-----------|
| • Experience in allotment style organic gardening, growing fruit & vegetables. | Essential |
| • A clear understanding of the principles and ethics of permaculture. | Essential |
| • Interest in animals, food production and associated farm crafts. | Essential |
| • Knowledge and understanding of the local food agenda. | Desirable |
| • Experience or qualification in providing support for people with learning disabilities, learning difficulties and people living with poor mental health. | Desirable |
| • Experience of the voluntary sector and working with community groups. | Desirable |
| • Understanding / knowledge of local government procurement processes such as commissioning and personalised budgets. | Desirable |
| • A good standard of education GCSE or 'A' Level grades A to C, or higher education. | Desirable |

Skills

- | | |
|--|-----------|
| • Good planning skills to ensure appropriate crops are grown to suit the needs of the growers for as much of the year as possible and provide for the demands of the market | Essential |
| • Good practical organic horticultural skills, including preparing, nurturing and harvesting appropriate crops to maximise the yields possible on site and to make the most of the growing seasons | Essential |
| • Good communication skills | Essential |
| • Good organisational skills and the ability to manage and prioritise workload under pressure and work to deadlines | Essential |
| • To be able to supervise volunteers and others working on the programme | Essential |
| • The ability to think creatively and develop innovative solutions | Essential |
| • The ability to exercise discretion and use initiative | Essential |
| • Experience of hard landscaping | Essential |
| • The ability to use machinery safely | Essential |
| • Good support skills | Desirable |

Experience and commitment

- | | |
|---|-----------|
| • Ability and motivation to research and develop ideas in conjunction with the rest of the team, to work on own initiative and the skills to communicate any results effectively. | Essential |
| • A collaborative approach that can enthuse others of all ages and abilities | Essential |
| • An appreciation of the requirements of people with learning disabilities, learning difficulties and people living with poor mental health. | Essential |
| • An awareness of the financial restraints and flexibility of a small voluntary | Essential |

organisation.

- Willingness to undergo any training to improve and develop skills Essential
- Willingness to work flexible hours which may include evenings and weekends and a willingness to take annual leave during school holidays as needed. Essential
- A state of health which would enable completion of the duties of the post Essential
- A clean driving licence and a willingness and ability to drive Centre vehicles Essential
- A working knowledge of some of the current initiatives concerning young people and vulnerable adults Desirable
- Information and technology skills; Use of social media and the internet. Use of Microsoft Word for monitoring and recording processes, for use in developing presentations and report writing. Desirable
- A First Aid at work certificate Desirable

Conditions of Employment

Job Title: Gardening Instructor

Place of Work: Lambourne End Centre

Salary: £18,500 per annum

Hours of Work: 35 hours per week. (Normal working hours will be 8.30am – 4.30pm Monday to Friday (A Time Off in Lieu system is operated at Lambourne End Centre).

Leave Entitlement: 25 days (plus public holidays) in a complete year (leave cannot normally be taken in the first three months of employment).

Probationary Period: Six months, which can be extended if necessary. As well as the salary indicated above, upon successful completion of the probationary period, you will be entitled to the following:

- Pension Scheme:** you can join the (auto enrol) Occupational Pension Scheme (employee contribution is 4% of gross salary; employer will normally match the employee contribution up to 4%)
- Sick Pay:** 5 days sick pay in any one financial year (up to one month's full pay at the discretion of the Chief Executive Officer)

Notice Period: during the probationary period, this is one week for both employer and employee, rising to one month at the end of that period.

Contract Duration: Permanent

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