

# Recruitment Pack



In this pack you will find background information about:

- Woodcraft Folk
- Biblins Youth Campsite
- Your Team
- Recruitment process
- Working for Woodcraft Folk

## Introduction to Woodcraft Folk

Woodcraft Folk is a registered charity, passionate about co-operation, children's rights, youth leadership and outdoor education.

Woodcraft Folk was established in 1925, in response to the First World War, by young people seeking to build a better future based on peace, international understanding and equality.

Woodcraft Folk is open to everyone, providing play and youth work opportunities to children and young people up to 21 years. We support children to take the lead at every level of the organisation, including 50% of our Trustees being under 25 years.

Woodcraft Folk aims to achieve social change through education. Children and young people engage in weekly group activities, projects, youth led social action, residential and camping trips throughout the year. Our education programme is based on a number of key principles:

- Co-operative & sharing approach to life
- Nature and the environment
- Peace
- Equality & inclusion
- International understanding
- Rights of the child

## Woodcraft Folk key messages

### **We are Woodcraft Folk and...**

#### **... we change the world.**

We support our members to celebrate and question the world around them. We enable them to bring about the changes that they want in order to create a more equal and caring world.

#### **... we are youth led.**

We support young people to participate, take the lead, and make decisions about their programme and how the organisation is run. We empower them to become active citizens locally and globally.

#### **... we welcome everyone.**

Our groups, events, centres and volunteer roles are open to all. We do our best to remove any barriers to participation.

#### **... we are co-operative.**

We practise cooperation and teamwork through all of our activities.

#### **... we understand and respect our one world.**

We think it's important to learn about our environment and how we can take better care of it. We develop international understanding and friendship through our activities and exchanges.

#### **... we've been running since 1925 and we're still going strong!**

We've changed over the past century, but draw on our heritage and what we've learnt as we move forward.

For more information visit [our website](#).



## Introduction to Biblins Youth Campsite

Biblins Youth Campsite is a 20 acre campsite nestled along the River Wye. The site is usually open March to October, hosting a broad range of schools, Duke of Edinburgh groups, Scouts and other youth organisations. Typically the site supports c.18,000 overnight stays pa.

The site benefits from a team of nearly 80 volunteers who support a broad range of activities, including:

- Site maintenance
- Wardening & welcoming guests
- Communications
- Fundraising

The site uses solar power for all electricity use on site, generating opportunities to explore environmental sustainability.

For the first time in 2025, the site will be participating in Generation Green working with local schools to ensure all children have the opportunity to experience outdoor adventures.



The site also offers activities: climbing, canoeing, bushcraft, archery, orienteering and various co-operative team building and environmental art activities.

Woodcraft Folk have managed the site since 2018, during which time we have established adventurous activities and been awarded the Learning Outside the Classroom Quality Badge.

Ambitions for the site include:

- Increasing engagement in activities by visiting schools and youth groups
- Building on relationships with local schools and the wider youth work sector
- Renovating the current Bunkhouse building, which has not been in use since 2013. [Revive the Biblins Bunkhouse: A Home for Adventure & Learning - JustGiving](#)

For more information visit [Biblins Youth Campsite - Biblins Youth Campsite](#)

## More About the Team:

The Biblins Centre Manager is a part-time role, working on average 30hrs per week. Biblins Youth Campsite is closed during the winter months and we expect all staff to work flexibly to meet site demands, which means full-time hours in the summer months May-September and reduced hours October-March.

The Biblins Centre Manager is part of Woodcraft Folk's Centres Team, which includes:

- Cudham Centre Co-ordinator, based in the London Borough of Bromley
- Height Gate Centre Manager, based in the Calder Valley
- Lockerbrook Centre Manager, based in the Peak District
- Lockerbrook Centre Assistant, based in the Peak District

The Biblins Centre Manager is also responsible for managing the following staff members:

- Biblins Activities Co-ordinator, part-time
- Biblins Centre Assistant, part-time annualised hours
- Biblins Centre Administrator, part-time annualised hours

The Centres Team are supported and work alongside Woodcraft Folk's Resources and Membership & Programmes Team, which includes:

- Head of Resources
- Finance Assistant
- Communications Manager
- Fundraiser

For more information see [Our Staff - Woodcraft Folk](#)



## Recruitment process

Please submit your CV and responses to the application questions by **9am on Monday 24th March 2025**. Applications received after this date will not be considered.

Your CV and application responses will be scored by a selection panel against the person specification for the role. Scoring will be 0-4, rewarding those candidates who are able to provide relevant examples of how they demonstrate the skills and experiences highlighted in the person specification.

0	Item not mentioned
1	Mentioned but no example given
2	Addressed with an example given
3	Addressed with relevant example
4	Outstanding response

Applicants who score highest will be invited to interview, so please do take time to share how you demonstrate the essential requirements within the person specification document. There is no word limit, but do write concisely.

Interviews for this role will take place at Biblins Youth Campsite, The Doward, Whitchurch, Herefordshire, HR9 6DX.

Interviews are scheduled for **Thursday 3rd April 2025**. Shortlisted candidates will be notified by Friday 28th March at the latest.

Any questions about the recruitment process should be directed to [recruitment@woodcraft.org.uk](mailto:recruitment@woodcraft.org.uk)





## Working for Woodcraft Folk

Woodcraft Folk is a Real Living Wage employer who seeks to be the best possible employer for an organisation of its size. Employees benefit from:

- Flexible and hybrid working environments
- Being part of a passionate team with shared values
- Working with a diverse team of young people and volunteers to make a difference
- 28 days annual leave pa + Bank Holiday entitlement (pro rata for part-time staff)
- Personal and professional development and training opportunities
- A free and confidential Employee Assistance Programme, providing health, legal and financial advice
- A staff retail discount card through [XO Student Discounts](#)
- A clear expenses policy, with financial contributions made towards regular eye tests and purchase of prescription glasses
- Employee Handbook with clear policies and procedures in place
- Policies on leave and absence which go above the statutory minimum
- Regular communication with team colleagues through monthly team meetings, bimonthly All Staff meetings and an annual staff conference
- Dedicated staff representatives
- A union recognition agreement with Unite

Staff are surveyed annually to enable the Senior Management Team, staff representatives and Staffing Committee to continually improve practices.

Woodcraft Folk is also a member of the Disability Confidence Scheme, providing Disability Leave and other reasonable adjustments to support individuals to thrive and contribute. Contact [recruitment@woodcraft.org.uk](mailto:recruitment@woodcraft.org.uk) to discuss any additional support you may need to complete your application.



## More information

For more information please contact the current postholder Mike Lawrence at [michael.lawrence@woodcraft.org.uk](mailto:michael.lawrence@woodcraft.org.uk) or Debs McCahon (line manager) at [debs@woodcraft.org.uk](mailto:debs@woodcraft.org.uk)