

# Cudham Centre Internship

## Role Description



### Key Information

<b>Responsible to</b>	Cudham Centre Co-ordinator
<b>Responsible for</b>	No direct reports
<b>Salary</b>	London Real Living Wage @ £14.80
<b>Working hours</b>	35 hours per week
<b>Location</b>	Cudham Environmental Activities Centre with some hybrid and other location working
<b>Holiday</b>	28 days per year + Bank Holiday entitlement
<b>Benefits</b>	Pension (People's Pension), Online training
<b>Contract type</b>	Fixed term for 12 months from March 2026

This role is part-funded by the Jack Petchey Foundation.

### About Cudham Environmental Activities Centre

Cudham Environmental Activities Centre is a residential and activity centre run by Woodcraft Folk, providing outdoor learning, play and environmental education for children and young people. We host schools, youth groups and community organisations, offering opportunities to connect with nature, build confidence and develop skills through group activities and residential experiences.

We work in close partnership with the following organisations:

- Free to Be Kids, a London charity offering nature and play based therapy to children and young people who have experienced trauma
- Croydon Refugee Centre
- CASPA, a specialist support charity for neurodiverse young people

### Job Purpose

To work alongside the Cudham Co-ordinator, supporting the delivery of outdoor activities and Woodcraft Folk group programme. Activities will include:

1. Facilitating and developing regular group programme activities, both at the centre and in the neighbouring community
2. Supporting outreach activities, such as Play Out, Holiday Activities & Food programme and Camps for All
3. Working with volunteers to prepare the centre for weekly guests

4. Supporting centre decarbonisation and greater understanding of climate resilient approaches to outdoor education

## **Responsibilities**

### **Outdoor adventures & decarbonisation**

- Assist in the preparation and delivery of residentials and day visits at Cudham Environmental Activities Centre.
- Support partner groups including *Free to Be Kids*, *Riverside SEND School*, *CASPA* (autism charity) and *Croydon Refugee Council*.
- Provide practical support with activities such as outdoor play, nature exploration, arts & crafts and team-building games.
- Help ensure a welcoming, inclusive and safe environment for all participants.
- Work directly with children and young people to encourage participation and build confidence.
- Adapt activities to meet diverse needs, including supporting young people with SEND and those with experience of trauma.
- Work alongside other volunteers to support the maintenance and development of Cudham Environmental Activities Centre, tasks include gardening, general housekeeping, waste management, preparing for and welcoming guests
- As part of Woodcraft Folk's Decarbonisation Group, monitor the carbon footprint of Cudham Environmental Activities Centre
- Contribute to the decarbonisation plans for the centre
- Research and share good practice around climate resilient approaches to outdoor adventures and camping activities
- Support the planning and delivery of quarterly Camps for All events, engaging Woodcraft Folk's distanced members in a wide range of outdoor adventures

### **Woodcraft Folk group programme**

- With colleague and volunteer support, host regular Woodcraft Folk activities at Cudham Environmental Activities Centre (Elfin sleepover, Pioneer bivvy, Venturer Woodland Working Weekend, volunteer training and more)
- With the Cudham Co-ordinator, establish a new regular Woodcraft Folk group at Cudham Environmental Activities Centre - facilitating weekly programme activities
- Working with Woodcraft Folk's Programme Manager, collate and contribute to termly programme suggestions for local groups
- Support and develop programme activities for groups to self-lead on site and at other locations
- As part of a team, promote and distribute Woodcraft Folk badges
- Assist volunteers with planning and delivering weekly group nights and local activities.
- Support the running of local Woodcraft Folk groups in Bromley, Lewisham, Greenwich, Clapham and Southwark.
- Contribute to outreach, helping engage new families and young people in Woodcraft Folk's programmes.

### **Outreach activity**

- With Programme Manager support, facilitate outreach activities with the aim of engaging more children and young people in Woodcraft Folk's aims and principles
- Alongside other young facilitators, deliver co-operative values education to young people engaged in the Peer Action Collective (youth led social action initiative)
- Attend community events, promoting Cudham Environmental Activities Centre and supporting local Woodcraft Folk groups to recruit new volunteers and young members

### **Safeguarding & child protection**

- Model positive behaviour and uphold safeguarding standards at all times.
- Undertake safeguarding training as required to deliver the job purpose and responsibilities listed above
- Comply with all Woodcraft Folk policies and procedures, especially safeguarding, equal opportunities and supporting those in vulnerable circumstances
- Report any safeguarding concerns or child protection issues to your line manager, following Woodcraft Folk procedures
- Follow agreed risk assessments and best practice when facilitating outreach or online programme activities
- Ensure appropriate consent is obtained to support the use of personal stories, film and photos

### **Other**

- Contribute to the smooth running of the centre, including basic administrative tasks, preparing resources, and maintaining equipment.
- Design and deliver programme activities to and for Woodcraft Folk groups across London & Essex
- Create monthly challenges for our young members linked to Woodcraft Folk aims and principles and topical events
- Work with membership and programme team colleagues to ensure Woodcraft Folk's social media profile is positive and leads to further engagement
- Publish regular online news stories showcasing Woodcraft Folk activities and the views/achievements of our young members

### **What You Will Gain**

- Practical experience in youth work, residential programmes and community engagement.
- Training in safeguarding, inclusion and outdoor education.
- Mentoring and professional development opportunities through the Jack Petchey Foundation intern programme.
- The chance to make a real difference in the lives of children and young people across South London.

## Person Specification

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Knowledge &amp; qualification</b>		
Literate & numerate (GCSE pass grade & above)	✓	
Good knowledge of youth engagement and motivation techniques (as facilitator or participant)		✓
<b>Skills &amp; experience</b>		
Experience of participating in or supporting youth work, summer camps or residential.		✓
Interest in environmental education, play therapy, or outdoor learning.		✓
Experience of designing, delivering and evaluating youth work and activity sessions (as facilitator or participant)		✓
Excellent communication skills, both in person and via email/social media	✓	
Interest in addressing climate change	✓	
Experience of youth work		✓
Experience of a membership organisation		✓
Ability to support and engage young people	✓	
<b>Approach</b>		
Commitment to safe working practices. Safeguarding training will be given.	✓	
Ability to work flexibly (time & location) to meet the needs of young people	✓	
Commitment to the aims and principles of Woodcraft Folk	✓	
Experience (paid or voluntary) supporting children or young people, particularly those with SEND, trauma, or refugee backgrounds.		✓
Quick to develop collaborative relationships	✓	
Commitment to inclusive practice	✓	
Willingness to learn and try new things.		✓

<b>General</b>		
Satisfactory enhanced DBS disclosure	✓	
Based within reasonable travelling distance of Cudham Environmental Activities Centre	✓	

## Screening Requirements

**DBS check** Yes - Enhanced

**References** Yes

**Right to work** Yes

*This role is exempt from the Rehabilitation of Offenders Act (1974)*