



**Longtown Outdoor Learning Trust
The Courthouse
Longtown
Hereford
HR2 0LD**

7th December 2018

Information and application procedures for the new Development Officer post

Thank you for your interest in this new post at Longtown Outdoor Learning Trust (LOLT). LOLT is a new charity that provides a range of services including an Educational Visits Advisory Service and both residential and non-residential outdoor learning programmes for young people, some of which run as mobile courses. Full details about the Trust can be found on our website:

www.longtownoutdoorlearning.co.uk

This new post has arisen at a very exciting time for the Trust. With its charity partner (The Wilson Foundation) the Trust is currently working on plans for a significant programme of building and estate development that will commence in the New Year and aim to complete before Easter 2019. This will deliver improved accommodation and domestic facilities as well as significantly enhancing the on-site activity provision.

The centre accommodates visiting groups of up to 70 people (principally school groups and youth organisations) and, at the same time, can undertake activities for visiting day groups. Following the completion of a new semi-permanent campground the maximum capacity will increase to 120 during summer months. In 2016 / 17 more than 1,700 people participated in programmes of Outdoor Learning at the centre. The Trust also has service level agreements in place to provide advisory and notification services for 70 Northamptonshire schools. A strong link to Northamptonshire remains but the centre is providing courses for schools and institutions from a broad range of areas including the cities of Birmingham, Bristol and Cardiff and the counties of Cambridgeshire, Gloucestershire, Herefordshire, Monmouthshire and Worcestershire. Additionally, national organisations like NCS The Challenge and the Summer Camps Trust make use of the centre facilities.

The Trust currently employs 9 staff including 5 professional outdoor learning tutors with appropriate national qualifications to lead groups for canoeing, kayaking, stand up paddleboarding, gorge scrambling, rock climbing, abseiling, caving, hillwalking and numerous other activities including bushcraft and on-site team building activities.

LOLT has developed a new Management Structure comprising the Director, the Development Officer, the Domestic Facilities Manager and two Deputy Centre Managers. One of the Deputy Centre Managers is the Activity Co-ordinator and one is the Safety and Site Co-ordinator.



The Development Officer post is a new post. Included with this letter you will find:

- An Application form
- A Job Description and Person Specification
- Background Information – A marketing leaflet and a copy of the Trust's 'Strategy on a Page'.

Application Procedure

To apply for the post please email your completed application form to cbvb76@hotmail.com by **12 pm on Friday 11th January 2019**. If you wish to discuss aspects of the post prior to application then please contact Claire Bullock (Trustee) e. cbvb76@hotmail.com or t. 07855478405. Applicants wishing to view the centre prior to submitting an application would be welcome to do so by prior arrangement on 9th and 10th January.

If shortlisted, you will be invited to attend the selection day at the centre on **Monday 21st January 2019**. Any unsuccessful applicants will be informed.

Please note

1. We cannot accept CV's without a completed application form.
2. Only applicants who have the right to work in the UK at the time of application will be considered for this role.

Best wishes,

A handwritten signature in purple ink that reads "M. Fawcett".

Mike Fawcett
Director