



Laburnum
BOAT CLUB

Hackney's Community Boating Project

Laburnum Street, Hackney, London E2 8BH
020 7729 2915 info@laburnumboatclub.com
www.laburnumboatclub.com

Job Description

- Post Title:** Community Paddlesport Assistant (Jack Petchey Intern)
- Responsible to:** The Co-ordinator
- Accountable to:** The Management Committee
- Location:** Laburnum Boat Club, Laburnum Street, London E2 8BH
- DBS Check Required:** Enhanced
- Salary:** £25,207pa (equivalent to £13.85/hr, London Living Wage)
- Hours:** Full-time (35hours per week, fixed 12month contract, 28days Annual Leave)

This role is a twelve-month paid Internship to begin in March 2025, supported by the Jack Petchey Foundation and paid at the London Living Wage.

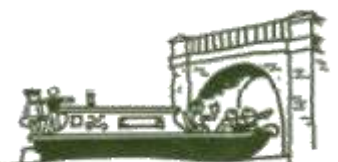
The core purpose of this role

We are looking for an enthusiastic and motivated person to join our team and assist with the delivery of paddlesports sessions across our Clubs and services, to assist more young people to engage with our formal and informal activities, get active and improve their physical and mental wellbeing. The role does not need any prior qualifications, as NGB training and qualifications will be provided, but a passion for outdoor activities and helping young people to achieve their goals and become the best that they can be is a must. The post holder will engage members of our Youth Club; Sports Clubs for young people with disabilities; Family Club; school groups and others and will work alongside our highly experienced and qualified staff team to deliver canoeing, kayaking, Stand Up Paddleboarding and narrowboating activities, day and residential trips, mentoring young people within the Club throughout and helping the Youth Work team to provide holistic youth work through outdoor activities.

Background Information

Set up in 1983, the Laburnum Boat Club is a community-based watersports centre situated on the Regents Canal in South Hackney. It is a voluntary organisation part-funded by the local authority. Its purpose is to assist the social development of local young people and their families through participation in water-based activities. We have many different Clubs and services that run throughout the week, including after-school, at weekends and during school holidays, including a busy Youth Club; Inclusion Project for young people with disabilities; a Family Club; a Club for adults with mental health issues; a vocational employment training scheme for young adults and we work extensively with local schools, youth, and community organisations. Our staff team comprises of qualified and unqualified part-time youth workers, support workers and paddlesport instructors. We had over 7,000 visits in 2023 and aim to be a positive force for changing lives in a safe and supportive environment.

Lines of Responsibility: Laburnum Boat Club is managed by a Management Committee made up of local residents, parents, professionals and others committed to the aims of the Club. The person appointed will be accountable, via the Co-ordinator, to that committee.





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Principle Duties:

- 1) To join the Laburnum Boat Club Paddlesport Team and assist with the planning and delivery of the paddlesport elements across the Club's projects and services, including the delivery of taster, unstructured and structured watersports sessions, schools programmes, PaddleUK Awards, in house Awards, competition training, pool sessions and trips away, where appropriate
- 2) To be a role model and mentor and guide youth club members within the Club
- 3) To operate all paddlesport sessions, courses and trips away safely and successfully
- 4) To form good and appropriate relationships with the children, young people, parents, carers, staff, volunteers, management committee and other stakeholders
- 5) To help provide challenges for the young people that will enable them to learn about themselves and grow and work with the Youth Work team to provide a holistic approach to youth work, through outdoor activities at the Club
- 6) To encourage and enable all young people to participate in Club activities regardless of ethnicity, creed, social background, gender, sexual orientation or disability
- 7) To contribute to, to be aware of, and assist in the enforcement and implementation of the Club's Policies: in particular: Child Protection, Health & Safety and Equality & Diversity policies
- 8) To undertake all appropriate training (generally provided by the Club – see below)

Training and Professional Development

Laburnum Boat Club will provide training and National Governing Body qualifications in paddlesports, including First Aid, Rescue and Safety and Paddlesport Instructor, with the opportunity to progress onto Coach Award, in-house climbing qualifications and an RYA Inland helms certificate. Once achieved, you are required to ensure that all relevant qualifications are kept current and up to date and it is expected that you will keep yourself informed on current issues related to the work. As part of this role, you will also be part of the Jack Petchey Internship Programme with a development programme including a launch conference, professional development workshops throughout the year and a celebration event at the end of the programme. You will receive a training bursary of £1,000 for approved training and you will be matched with a mentor to support your professional development. The Jack Petchey Internship Programme training and events will take place in person in London and you will be expected to take full part in this programme alongside the role. To find out more about the opportunities that the Intern Programme offers please visit:

<https://www.jackpetcheyfoundation.org.uk/opportunities/internships/>

Additional Information

The applicant will be required to work some unsociable hours, including regular evening and weekend sessions and throughout the school holidays.

Laburnum Boat Club is a Registered Charity No. 801255
and a Company Limited by Guarantee No. 2360592
Registered in England





Person Specification

Role: Community Paddlesport Assistant (JP Intern)

The following attributes and skills would need to be demonstrated at interview and supported by each candidate's application:

Essential

- A desire to learn and under-take training (especially in paddlesports and outdoor activities)
- To be water-confident
- Good time management skills and organisational skills
- Ability to assist with large group activities
- Excellent people and communication skills with a calm and patient manner when working with all stakeholders, including young people, parents, funders and members of the public
- Self-motivated, energetic and resourceful with a proven ability to work on your own
- Flexible attitude to wider commitments in the community such as promotional events

Desirable

- Experience of working with children and young people
- Experience of working in a multi-cultural, inner-city environment
- Current Paddle UK Paddlesport qualifications (or equivalent)
- First Aid and /or Safeguarding qualifications
- Previous experience in the youth work, the outdoor sector or work with disabled participants
- A full, clean driving license (and / or mini-bus license, with trailer endorsement)
- To have experience of planning and delivering a relevant or similar programme
- Youth work qualifications
- To hold Paddle UK or RYA Tutor qualifications (DI / Helms etc.)

Other requirements relevant to the post

- Commitment to equal opportunities and inclusion
- Self-motivating, assertive and flexible
- Be self-aware and be able to reflect and accept feedback
- Excellent verbal and written communication skills
- Able to provide flexible attendance to have an overview of all club activities and provide services out of school hours

Key Dates

- **7th February (5pm):** Deadline for applications to be submitted (by email to info@laburnumboatclub.com)
- **24th – 28th February:** Interviews will take place in person at Laburnum Boat Club
- **24th March:** latest date that the successful candidate must take up the post by
- **2nd & 3rd April:** successful candidate required to attend the Jack Petchey Intern Conference in London (residential, fully funded by JPF)

