Inspiring, challenging and motivating people, especially young people, to develop their skills to bring about positive change

WORK EXPERIENCE INFORMATION & APPLICATION FORM

Please let us know if you require a large print version of this information
BF Adventure offers programmes and activities which have the following aims:

**For vulnerable young people and adults:**

- To enhance their self esteem
- To develop their social and problem solving skills
- To give them incentives to improve cooperation with others
- To improve their quality of life through enhanced life chances
- To measure positive change - ‘distance travelled’
- Engage excluded young people

**For all people living in Cornwall:**

- To promote healthy lifestyles
- To help reduce numbers out of work and raise skill levels
- To maximize access to and enjoyment of the outdoor environment
- Maximise the use of the outdoor environment
- Are flexible to meet your needs
- Are professional, safe and enjoyable
VALUES
Our organisation strives to:
- Be non judgemental
- Promote inclusion and diversity
- Mutually respect and support
- Be accountable and operate with integrity
- Respect professional confidentiality
- Recognise the value of staff and volunteers

What is BF Adventure?

BF Adventure is an all year round outdoor activity centre working with a wide variety of client groups from young people at risk to adults with learning disabilities. Building self esteem and confidence through outdoor activities, BF Adventure is an exciting and challenging place to work. We welcome new faces and make sure people feel at home. During your work experience you will get the chance to meet new people, try new activities and be part of a friendly team. We can guarantee that no two day will be the same!
WHAT WILL YOU DO ON YOUR WORK EXPERIENCE AND WHAT KIND OF GROUPS COULD YOU BE WORKING WITH?

Job Description

Job Title - Assistant Instructor

Main Duties

You will play a key role in the work we do and we value your input and ideas. You will work alongside the instructors and other volunteers on a variety of groups, taking part in activities such as:

- Archery
- Climbing
- Abseiling
- Canoeing
- Kayaking
- Bush Craft
- Problem Solving
- And many more!

Other tasks you may be involved with during your work experience include:

- Site maintenance tasks
- Stock checks of equipment
- Group work
- Office tasks

WHO ARE OUR CLIENTS?

- ALIVE GROUPS - Alive is an early intervention programme that takes groups of primary age children who are sent to us from one school to attend a six week activity programme. They attend BF one day a week.

- REFERRAL GROUPS - groups of young people, aged between 7 and 16, who have been individually referred to us by local authorities, direct from schools, Connexions, youth offending projects etc, but are put together to make a group.

- ONE-TO-ONES - these are individuals that are referred to us in the same way that the group individuals are; but it is considered that these individuals would benefit from being seen on a one-to-one basis, rather than in a group. This could be for a number of reasons; perhaps they would be particularly disruptive if put with a group, or perhaps they are low in confidence or self -esteem and would therefore be intimidated by group situations.

- DISABILITY GROUPS - We can also provide activity days for disabled children, young people and adults. BF has several pieces of accessible equipment, including an abseil wall and zip wire.
• **FREESTYLE (FOUNDATION LEARNING)** - groups of individuals, aged 16 - 18 who are not engaged in any training, education or employment. They are with us for three days a week for 12 weeks to complete their accredited activity programme at BF.

• **MAINSTREAM SCHOOL GROUP**, including residential bookings

• **CORPERATE GROUPS**

![Person Specification](image)

You need to enjoy working with a wide range of people, have an interest in outdoor activities, and be flexible to carry out a variety of tasks. You will need to be able to communicate well and enjoy working as part of a team.

**EQUAL OPPORTUNITIES**
BF Adventure embraces EQUAL OPPORTUNITIES and welcomes applications from all members of society.

**WHAT BF ADVENTURE EXPECTS OF WORK EXPERIENCE STUDENTS**
As a work experience placement student with BF Adventure you will be working with vulnerable people. We therefore have guidelines we need you to follow to ensure that we can work together:-

- Maintain confidentiality about clients
- Be committed to our equal opportunities policy
- Follow our Health and Safety and Safeguarding policies
- Ring us with as much warning as possible if you are unable to come in
- Behave appropriately with our clients
  - Always behave respectfully towards clients - we are about building their self esteem
  - Please use appropriate language when working with our clients
  - Please do not smoke around clients
  - Do not develop relationships with clients outside BF Adventure

If any issues or concerns do arise during your placement we do have processes in place to deal with these but initially you will speak with the Volunteer Co-ordinator or another Manager in the office. If any issues cannot be addressed on site then BF will contact your School/College Co-ordinator for further support.

**Due to the remote location of our site you need to ensure you can reach us before applying for a role with us.**

**DIRECTIONS TO BF ADVENTURE GOODYGRANE ACTIVITY CENTRE:**
Situated close to the main Falmouth to Helston Rd (A394). Drive past the petrol station at Longdowns, and through the speed camera area, take the next left at the sign for Halvasso and the BF Adventure Activity Centre sign. Follow this country lane until you see a right hand bend ahead and the BF Adventure canoe and sign will be on your left hand side.
WHAT PEOPLE SAY ABOUT US...

‘The children have a tremendous opportunity to do what their peers do and take for granted. One pupil was scared to try anything at all when they first arrived. Eventually they overcame their fear resulting in a fantastic sense of achievement’

Carol Lay – Teacher from Curnow school

‘Thanks to you we have had a fantastic time and loved every minute of working here at The Bishop’s Forum. I can’t believe three months is over already. Thanks for being such a great crowd to work with....missing you already’ World Youth volunteer

‘My favourite activity was going on the zip wire – it was really fast!’

Drew Philips

‘You work with diverse and challenging groups of people, helping to make a positive difference to how they react to themselves, others and the outside world. Deeply rewarding and thoroughly recommended.’ BF Adventure volunteer

‘Frank was a very quiet and introverted little boy...for the first few weeks! He really started to gain confidence at the 4 week point and on the 5th week when we all went sailing, a smile never left his face!’ Martin Cathrow - Instructor
WORK EXPERIENCE APPLICATION FORM

“Inspiring, challenging and motivating people to develop their life skills to bring about positive change”

Please note applications are dealt with on a first come first served basis. It is the responsibility of the student to bring their work experience log book the week they complete their work experience.

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td>School Address:</td>
</tr>
<tr>
<td>Postcode:</td>
<td>Postcode:</td>
</tr>
<tr>
<td>Personal Telephone number:</td>
<td>Name of School Work Experience Co-ordinator:</td>
</tr>
<tr>
<td>Email:</td>
<td>Contact details for Work Experience Co-ordinator:</td>
</tr>
</tbody>
</table>

Dates of work experience placement:-

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
</table>

For what reasons have you chosen BF Adventure for your work experience placement?

How did you hear about BF Adventure?
What skills and experience do you have that you feel might be of benefit to BF Adventure? (Curriculum Vitae's (CV) welcomed).

Do you have any special needs or any health issues we should be aware of? (As an equal opportunities employer we are keen to include all applicants)

Please state any hobbies or interests that you have which you feel may be beneficial to you during your work placement...

Signature of student: ___________________________ Date: ____________

The information provided on this form shall be processed by the placement provider in accordance with the Data Protection Act 1998. The information is collected for the purposes of administering the work experience scheme only and will be used by your school, the Cornwall Education Business Partnership and the placement provider.

PLEASE RETURN THIS FORM TO:

KATE ADAMS,
(VOLUNTEER & DISABILITY CO-ORDINATOR)
BF ADVENTURE,
GOODYGRANE ACTIVITY CENTRE,
HALVASSO,
LONGDOWNS,
CORNWALL,
TR10 9BX

Page 8 of 8