

# Job Vacancy

## Cabin Co-Lead Facilitator

**Start date:** Sept 2025

**Location:** Friends Meeting House, High Street, Saffron Walden

**Hours:** 9.30am-3.30pm, **Thursdays** during term time, plus 2 hrs practice development per term

**Hourly rate:** £18.00 per hr (plus 12.07% per hr holiday pay)

**Additional info:** Co-lead Facilitators may be eligible for a free place in the community for their home educated child - please ask for more details.

### **The Cabin:**

The Cabin is an activity-based provision for home-educated young people aged 5-11, providing coaching and practice in consent-based relating. By attending the Cabin, young people receive information, coaching and support in skills needed for self-directed, consent-based education and relationships, including conflict navigation skills. They can practice these skills in community, with the support of facilitators and peers. The Cabin is based at the Friends Meeting House in Saffron Walden, and is open two days a week, on Tuesdays and Thursdays, from 10-3pm during term time.

### **Facilitator Team:**

The Cabin team of Co-Lead Facilitators, Facilitators and Volunteer Facilitators work together to co-create and facilitate the community space and culture of the Cabin. Everyone is responsible for authentically modelling the Guiding Principles, bringing their own passions and interests to the community, and collaborating with other members of the community. The team is there to support community members in developing their awareness of self-direction, boundaries and consent, as well as noticing when conflict may be arising and working with young people on risk assessments and agreement making. The facilitator team and members of the community can train to chair the opening and closing meetings.

### **Co-Lead Facilitator Role:**

The Co-Lead Facilitator at the Cabin is responsible for setting up and wrapping up the day. They have an oversight of the community and what is going on and are the 'go to' people in the community should issues arise that people are struggling to resolve.

Together with the community, they are there to make sure that the community processes happen – the opening and closing meetings, the board and Plans for the Day, the lunch break, and tidy up time. They are there to supervise riskier activities and do consent check-ins, and to do risk assessments and agreement making together with those organising the activities.

The Co-Lead Facilitators are there to model, coach, support and provide information on the Guiding Principles to the community, supporting the community in understanding and exploring consent and self-direction, on a one-to-one and whole-community basis where needed.

At the start of the new term in September, they are responsible for running the Principles in Practice sessions that help to bring the Guiding Principles clearly into the community's awareness. Co-Lead Facilitators at the Cabin also run the Chair Trainings, which makes it possible for community members to chair the opening and closing meetings. The Co-Lead Facilitators are also responsible for instigating and co-organising the bigger events that happen at the Cabin, such as the Market and Talent Shows and Family Picnic.

Co-Lead Facilitators, like the rest of the facilitator team and community, are active in bringing their own passions and interests to the community, by adding plans to the Plans for the Day and collaborating with other people in bringing plans that resonate with them to life.

### **Responsibilities:**

- Arrive at 9.30am and set up for the day (tables, chairs, kit all out and arranged).
- At 10am, greet everyone as they arrive, check in with the other Co-Lead and facilitator team to connect and be ready for the day, mark people off on the register, work out who is chairing that day.
- Attend the meetings and bring the plans to the meeting to check and note any changes.
- Ensure plans make it up onto the board.
- Ensure tables and chairs are set up for lunch.
- Remind community members of activities they have on the board, and complete their own plans for the day.
- Be attuned to what is going on in the community during the day, respond and support to conflict that arises, where needed.
- Model the Guiding Principles during the day. Check in with others, with curiosity, to gauge consensuality and self-direction.
- Lead, support and work with the rest of the facilitator team.
- Do risk assessments and agreement making where necessary to support activities, and also flag to the community when activities cannot happen as risks are unmanageable.
- Accompany young people on offsite trips.
- Take photos during the day to capture the essence of what has been going on and write up a post for the day in our Cabin Families Facebook Group.
- Debrief at the end of the day.
- Flag any safeguarding concerns to the Designated Safeguarding Lead.

### **Person Specification:**

- Lived experience of consent-based, self-directed education.

- Informed about and supportive of the transformation of the education system, committed to increasing young people's access to ethical and consent-based learning and living environments, and aligned with the Cabin and Lodge Guiding Principles.
- Ability to build mutually respectful relationships in community with young people, including sharing decision making, planning, problem solving, and risk assessing.
- Commitment to the value of community.
- Collaboration and project management skills.
- Good listening and communication skills.
- Enjoy working in a team, and able to provide open and honest community leadership.
- Willingness to address conflict as and when it arises.
- Life-long learner with a range of passions and interests.
- Willingness to undertake trainings as necessary, such as safeguarding training, first aid training etc in order to be prepared for the role.

For more information on the Cabin and the Lodge, please visit our website:

<https://www.downatthecabin.com/>

Please note that we are embarking on an exciting phase in our development, which includes re-locating to a new venue, the Friends Meeting House in Saffron Walden. For the first time, the Cabin (for ages 5-11) and the Lodge (for ages 10-16) will be housed in the same building. We start in our new location in September 2025.

If you want to apply for any of our current vacancies, please complete our Application Form and email to [hello@downatthecabin.com](mailto:hello@downatthecabin.com).

Deadline for applications is **Sunday 6 July** at midnight.