

Woodland Campsite Assistant - Role Description

(June to September 2026 with option to live onsite in a bell tent)

About the role

This is an exciting opportunity to spend the summer season working outdoors in a stunning location on the Sharpham Estate.

We are looking for a well-organised and flexible person to join our team on a temporary contract for four months (1st June to 14th September 2026) in the role of Woodland Campsite Assistant.

We are a registered charity caring for the historic Grade 1 listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

About the role

The role will involve helping the Woodland Camp Manager with the day to day running of our woodland retreats located at the Woodland Campsite in the grounds of Sharpham House. Having run for many positive seasons, the Woodland Retreats have been growing from strength to strength with a rich retreat programme, enabling people to connect with themselves, each other and with nature. We run approximately 12 woodland retreats during the summer season with accommodation for retreatants in individual Bell Tents. The retreats include a mixture of 3, 4- and 5-night stays including canoeing, retreats for women and deep nature connection. Each retreat will be run by two experienced facilitators. **Please note this is a practical support role and NOT a facilitator's role.**

As the Woodland Campsite Assistant, there is no expectation to stay onsite overnight at the end of each shift; however, if you would like to live onsite for the duration of the season, we can offer a bell tent with mattress. This accommodation would be rent free but you would be responsible for your own food and catering when there are no retreats running. The campsite includes a shower block with flushing toilets, a covered kitchen area and a covered fire circle.

About you

We are looking for a Woodland Campsite Assistant who is well organised, practical, hardworking and resilient, with excellent communication skills and the ability to work on their own initiative and in all sorts of weather, mostly independently whilst also being flexible. You will need a love and passion for supporting people to connect to the natural world and for creating safe and nurturing spaces. You will need experience of working outdoors including some practical camp craft skills, as well as the ability to manage multiple priorities. Flexibility, a 'can-do' approach and a good sense of humour are essential. An interest and understanding of mindfulness and the retreat environment would also be an advantage. ***You will need your own small car for this role.***

Job Title	Woodland Campsite Assistant
Report to	Woodland Camp Manager / HR & Admin Manager
Salary / pattern	<p>£13 per hour - Temporary contract, shifts as per the attached document</p> <p>Occasionally a retreat may be cancelled due to bad weather/low numbers/facilitator illness. In these circumstances, alternative work will be found for you on the estate, or you can take that time off unpaid.</p>
<p>Main Purpose of the Role To work with the Woodland Camp Manager to oversee the smooth running of retreats and cover the Woodland Camp Manager role if needed.</p>	
<p>Key Objectives</p> <ol style="list-style-type: none"> 1. To help set up the Woodland Campsite at the start of each retreat 2. To be the main point of contact in the latter part of the day overseeing evening meals, cleaning and support for retreatants / leaders as needed 3. To help with the pack down at the end of each retreat 4. To help create a safe and supportive retreat atmosphere as part of the woodland team 5. To undertake any other duties as reasonably required 	
<p>Key Tasks</p> <ul style="list-style-type: none"> ● Help set up the site in advance of the retreats, ensuring all beds are made, tents are swept, toilet and kitchen blocks are cleaned and ready for use ● Bring supper up from the house via a car and set out for self-service, help with clearing away after meal times and overseeing wash up rota with participants ● Be on hand to respond to and look after participant needs as they arise i.e. supplying extra blankets, hot water bottles if needed etc. ● Cleaning of kitchen and shower block, including toilets, as required ● Work with Camp Manager to ensure food stocks and supplies are kept to adequate levels for kitchen and shower block ● Oversee pack down at the end of each retreat ensuring tents, kitchen and shower block are clean and ready for the next retreat. ● Taking laundry / tea towels etc down to the house as required for external cleaning ● Follow risk assessment and health and safety guidelines to ensure a safe and rewarding experience for participants ● Being aware of retreatants' need in terms of allergens and intolerances and the importance of keeping certain dietaries separate (allergen training will be provided) ● Re stock with dry food goods and supplies; date label and allergen label leftover food ● Keep an eye on firewood and make sure there is enough available ● Liaise well with Woodland Camp Manager 	

Hours/Shift Pattern:

377 working hours, total contract amount £5800.66 including accrued holiday

Weekly working days (including weekends) and shift hours varying in accordance with the needs of the Retreat (see attached rota document)

Some cover of Camp Manager shifts at different hourly rate.

Please note that if retreats have to be cancelled, alternative work will be offered on the estate or you can take that time off unpaid.

Leave:

Entitlement to annual leave for a full-time employee for a full leave year is 6.6 weeks, equivalent to 33 days, inclusive of any public bank holidays or any other nominated days. Your annual leave will be accrued at 14.54% per hour, pro rata and will be paid monthly for the duration of the temporary employment.

AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff are required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.

EQUALITY & DIVERSITY

We recognise the positive value of diversity, promoting equity and celebrating inclusion. We welcome and encourage job applications from people of all backgrounds.