



Could you be our L'Arche Internship Programme Lead?



Together

With and without learning disability



L'ARCHE
In the UK

WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



Laura Harper
National Leader/CEO, L'Arche in the UK

Introducing L'Arche

INTRODUCTION

L'Arche is a worldwide movement of people with and without learning disabilities building community together. We aim to be a beacon for our society - of what social care can be, what life with learning disabilities can be, and what a more human society can be.

L'Arche in the UK is a registered charity and a regulated provider of care and support. Our 11 Communities in England, Scotland and Wales offer a varied mix of adult supported living, registered care, and day services.

Our UK annual turnover is about £21m. some 1400 people across the UK belong to a L'Arche Community, including about 300 people with learning disabilities and more than 700 employees and volunteers.



L'ARCHE UK VISION AND VALUES

OUR VISION

L'Arche is here to show that everyone belongs.

We create Communities where people with and without learning disabilities live, share, and grow together.

We build relationships with people in our neighbourhoods.

We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

Who We Are

L'ARCHE'S WORLDWIDE MISSION

L'Arche is built on a profound commitment to seeing everyone flourish in every way. For 50 years, our UK Communities have been places where people find belonging and profound relationships, and grow in human maturity and spiritual depth. Again and again, people tell stories of coming to L'Arche and having their lives transformed.

In L'Arche, we celebrate people with learning disabilities, and build Communities with them rather than for them. We aim to combine outstanding care with a distinctive commitment to intentional community, mutuality and the whole person. A feature of our model is that in some L'Arche houses a small number of assistants live in, sharing home life with people with disabilities. We care about everyone's emotional and inner life, building spaces of vibrant friendship, opportunity, spirituality and community life.

People with learning disabilities are integral to everything we do - not just as service users but as members, leaders, activists, colleagues, and friends. Our mission is to discover and share the unique gifts of people with learning disabilities in the world.

We offer our employees an invitation to find in L'Arche, as well as a great place to work, a place to belong, to find friendship and meaning, and to grow through committed, two-way relationships with people with disabilities.

L'Arche was first founded on Christian principles. These principles mean L'Arche stands for the radical inclusion of those who are excluded, and for the right of every person to flourish in their spirituality, whatever their background. We welcome people of all faiths and no faith, including in senior leadership roles - like this one.

FOR FURTHER INFORMATION, VISIT...

Our Unique Approach

www.larche.org.uk/our-unique-approach



Watch the 'We Are L'Arche' video

youtu.be/RSwdYB-czf4



Read our Impact and Annual Reports

www.larche.org.uk/impact-report-2023



If you would like to talk anything through before applying, please contact:

L'Arche UK - Recruitment Team:
recruitment@larche.org.uk



Role Summary

-
- Job title:** L'Arche Internship Programme Lead
- Hours:** 30 hours per week
- Salary:** £31,507.88 plus London weighting if based in London per annum (Banding E1). Pro-rata £25,205.30
- Location:** London or within commuting distance to one of L'Arche's Communities
- Regular travel to L'Arche Communities UK-wide and national meetings; overnight stays required for retreats
- Reports to:** Director of People and Culture
- Direct reports:** Deputy Facilitator for L'Arche Internship
- Contract type:** Permanent, Part-time
-

ABOUT THIS ROLE:

The Internship Programme Lead is responsible for managing, delivering and continuously improving the L'Arche Internship Programme.

Working with the Deputy Facilitator and local community leads, you will support recruitment and marketing, facilitate online sessions and two annual residential retreats, and ensure interns have a meaningful and impactful experience across L'Arche communities.

The role includes around one day per week focused on formation activities (retreats, online sessions and events).



Responsibilities

PROGRAMME MANAGEMENT:

- With the support of the Deputy Facilitator, facilitate regular group online sessions, creating a supportive, reflective, and engaging environment for interns.
- Provide advice and support to local leads who coordinate the interns' weekly community time (where they execute community-focused projects).
- Coordinate and facilitate two residential retreats annually, providing reflective, enriching, and supportive experiences for interns.
- Collaborate with community leadership teams to ensure the quality of the intern experience.
- Work with the National People and Culture team to deliver the programme's objectives.
- Gather quarterly data from communities about community time activities and feedback processes, using this to drive engagement and understanding of the programme through reporting and internal communications.
- Develop and manage a feedback and review process to assess the programme's impact, collect feedback, and implement improvements.
- Ensure programme compliance with L'Arche policies, including safeguarding, whistleblowing, GDPR, and grievance procedures.

PROGRAMME PLANNING & DEVELOPMENT:

- Adapt and develop existing resources and syllabus for restructured programme.

RECRUITMENT AND MARKETING:

- Support the local recruitment of interns through shaping marketing approaches and the selection framework.
- Collaborate with HR Leads to ensure a streamlined and effective recruitment process.
- Collaborate with the Communications team to create and develop strategic communications and marketing plans that effectively support the achievement of the programme's objectives.
- Implement marketing strategies to raise awareness of the programme, including attending employment fairs, visiting universities, and building key partnerships.
- Create engaging marketing materials to attract potential candidates and support fundraising initiatives.

LINE MANAGEMENT & SUPERVISION:

- Line management of Deputy Internship Facilitator.

FORMATION:

- Work with the National Learning and Development Coordinator for Formation to support facilitation of formation activities including retreats, online sessions and events.
- Review and develop formation content for use across L'Arche
- Work in partnership with other organisations to create opportunities for L'Arche.

ADMINISTRATIVE DUTIES:

- Handle administrative tasks, including invoicing, receipts, and booking travel for retreats and community visits.
- Ensure the programme operates within budget.

TERMS AND CONDITIONS

- Appointment is subject to satisfactory references, Right to Work and DBS/PVG check.



Person Specification

ESSENTIAL CRITERIA

- Committed to living out L'Arche values authentically, with significant recent lived experience of L'Arche.
- Proven experience in group and individual support and facilitation, and mentoring (ideally within L'Arche or a similar setting).
- Strong verbal and written communication skills, with the ability to engage and inspire a diverse range of individuals.
- Excellent planning and organisational skills, with the ability to manage multiple priorities effectively.
- Confidently models creating spaces for giving and receiving clear, meaningful and evidence-based feedback.
- Able to empathise and provide support, work with group dynamics, manage boundaries, and demonstrate self-awareness and reflexivity.
- Demonstrable commitment to personal growth and reflective practice, particularly in spirituality and reflection; committed to ongoing development and learning.
- Promotes inclusion and belonging, creating cultures where people flourish.
- Willingness and ability to travel frequently to communities and residential retreats (including occasional overnight stays).
- Understanding of budget management and ability to support a financially sustainable programme.



Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from Accompaniment, L'Arche's distinctive coaching programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about
- Achieve professional qualifications while benefiting from exceptional training and development opportunities.
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work
- Free DBS / PVG checks
- Free SSSC registration
- Access to Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Life Assurance
- Access to the Bike to Work scheme

