



Job Description Confidential

JOB TITLE: Environmental Education and Community Events Internship

Mission for the role

Bore Place is set in 500 acres of countryside encompassing an organic dairy farm, organic market gardens, venue, and environmental education centre, as well as programmes providing opportunities for vulnerable and disadvantaged young people. Bore Place is run by the Commonwork Trust, a registered Charity and Company Limited by Guarantee.

We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.

For over 45 years we have worked towards operating as sustainably as possible, whilst engaging and inspiring as many people as possible. From our early commitment to organic farming, and our drive to reduce our carbon emissions by generating our own green energy, to running education programmes for young people who need an alternative learning environment, Bore Place continues to evolve with a green and social agenda. We are determined to play our part in creating a better environmental, social, and economic future and have set a new Strategic Plan for the next 5 years to do so.

Your role

Bore Place is committed to providing an internship programme which fits the graduate/student's interests and needs. Working across the organisation and closely with the Education Team and CEO, this is an opportunity to gain hands-on experience and develop your skills by working in a team responsible for developing and delivering programmes contributing to creating an environmentally engaged and responsible society.

Bore Place is committed to increasing the number of people it engages with over the next 3 years and this role will contribute to helping to achieve this.

Direct Responsibilities

The role will enable you to gain the mix of experience and skills involved in running an environmental education centre, developing programmes and events, as well as delivering programmes. It will involve:

- a mix of desk-based research, planning and budgeting to develop our existing events and create a programme of new engaging events for a wide range of visitors.
- maintaining and updating social media and marketing communications to keep the local community and general public informed of events at Bore Place.
- hands-on delivery including some independent leading of volunteer task groups and school visits, walks and other events in line with our Community Programme.

Your paid work will focus on supporting our Community Programmes as outlined above. If you wish to gain experience in other areas of work that the Trust offers, e.g. practical habitat works to the estate including woodland, pond and meadow restoration, we are very happy to create work programmes for you to complete on a voluntary basis.

Person specification

Essential criteria

- Someone with a desire to learn on the job and improve their skills and knowledge
- Can do attitude and initiative
- A team player
- A strong and effective communicator
- Attention to detail and excellent timekeeping
- Flexibility in working hours to meet needs of the visitors and charity • Interest in and support for the aims of our work at Bore Place
- Own transport
- Degree or equivalent

Our Values

Inspire

Inspiring and learning through experience - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

Regenerate

Regeneration in action - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

Collaborate

Making a Difference Together - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

Be Inclusive

A fair and inclusive environment - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

Take Ownership

Personal and collective responsibility - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

Benefits of the role and working at Bore Place

- A diverse role within a growing organisation with clear accountability.
- Ability to make a significant difference to the lives of others and see the direct impact of your role.
- Flexible working arrangements.
- Pension.
- 38 days paid holiday – including bank holidays.
- Coaching and support.
- Opportunity to undertake further learning and training.
- Life insurance, EAP, pension, staff discounts on courses and food.
- A glorious countryside location with free parking onsite

Diversity

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.