



## Job Description

### Environmental Management/Education Internship

Location	Reports to	Hours	Pay
Bore Place, Chiddingstone, Kent, TN8 7AR	Education Coordinator/ Director	35 hours per week; 12 month contract (comprising 15 hours internship training and 20 hours venue support)	£6,100-£7675 per annum depending on qualification and age

#### About Bore Place

Bore Place is an environmental charity on a 500-acre estate comprising an organic dairy farm and market garden, historic venue for corporate groups and weddings, and delivering schools programmes and events about food, farming and nature. Sustainability is at the heart of everything we do, and we strive to demonstrate ethical choices through everything we do, from our business operations to our eco housekeeping policy. Our mission is to provide a place that brings sustainability to life and offers people opportunities to learn, grow and be inspired. We are committed to enabling young people to take their career steps in line with our agenda and have created this internship to learn grow and be inspired with us a stepping stone to getting a permanent job in this field.

#### Internship training opportunity

*Approx. 15 hours per week*

Bore Place is committed to providing an internship programme which fits the graduate/student's interests and needs. Working alongside our environmental education team and our Director, there is the opportunity to gain hands-on experience, knowledge in delivering environmental education programmes, environmental management practices as well as research and develop projects with a sustainability focus.

Bore Place will work with the right candidate to develop a bespoke programme of work.

#### Venue Support summary

*Approx. 20 hours per week*

Working alongside the Venue team:

- Carrying out housekeeping tasks across the estate and in the offices
- Assisting with catering
- Providing friendly and efficient customer service for guests
- Helping to develop the site and our services

Bore Place, Bore Place Road, Chiddingstone, Kent, TN8 7AR 01732 463255 [hello@boreplace.org](mailto:hello@boreplace.org)

Home of the Common work Trust (registered charity 1160725 & company 09254227) & Common work Organic Farms Ltd (registered company 1977080)

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### Benefits of an internship at Bore place

- Paid work placement
- Opportunity to develop your own internship role according to your interests and needs
- Contributing to a charitable organisation working to care for the environment and support, develop and educate young people.
- Flexible hours
- Paid annual leave and paid bank holidays
- Fantastic supportive staff with the opportunity to be part of the wider team through volunteering activities at Bore Place and staff events.

### What we are looking for

- Someone with a desire to learn on the job and improve their skills and knowledge
- Can do attitude and initiative
- 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

**For more information about the role** please contact Becky Baldock  
email: [becky.baldock@boreplace.org](mailto:becky.baldock@boreplace.org) or phone 01732 463255.

**To apply** please send us your CV and a covering letter outlining why you are interested in this position by  
**10am on Monday 8th October 2018.**