



Environmental Engagement Intern - 30 hours per week

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 are following our Strategic Plan to do so.

This role has been supported by the Ernest Cook Trust.

Your role

- To support the Community and Education Programmes Manager and Citizen Science and Nature team with the delivery and administration of environmental and educational events.
- To support the Citizen Science and Nature project team with the following elements of the project:
 - survey and monitoring work
 - conservation volunteering programme
 - data management and collection
- To provide administrative support

Direct Responsibilities

Project tasks

- Support the development and delivery of the Bore Place community events programme
- Support the development and delivery of the Bore Place open day
- Support on the Bore Place Citizen Science Project
- Assist with the delivery of nature projects, engaging with volunteers and students

Being part of the team

- Take an active role in the wider work of Bore Place
- Assist with, and take part in, events as appropriate

Legal requirements

- Adhere to health and safety, fire risk, food hygiene, COSHH and other statutory regulations

Person specification

Essential criteria

- Ability to deliver objectives to set timetables
- Excellent interpersonal communication skills and ability to organise and develop work within a team
- Ability to work flexible hours as required
- Driving licence and own transport
- Love of the outdoors

Desirable

- Ecology, agriculture, or environmental related degree
- Experience undertaking habitat management work, species surveys, and/or supporting volunteers
- Experience with customer service/public facing roles, community events, and/or volunteer groups
- Administration experience

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

Job Description Confidential

- 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.