



**Wildlife Trust for
Beds, Cambs
& Northants**



Role Profile

Job Title:	Peatland Progress Communities and Education Internship
Location:	The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, Wildlife Trust Countryside Centre, Chapel Road, Ramsey Heights, Cambridgeshire, PE26 2RS
Accountable to:	Communities and Education Manager (Great Fen)
Hours:	Between 12hrs - 37.5 hrs per week for 6 weeks
Salary:	National Minimum Wage
Transport & Bursary:	Must have means to travel to place of work. Bursary support will be available for post holders according to their needs to cover additional travel costs, and training courses.
Employment subject to:	Evidence of right to work in the in the UK.

Peatland Progress Intern

Main Purpose

Peatland Progress is a five year project, supported by the National Lottery Heritage Horizons Fund, which in part aims to empower, inspire and engage young people aged 11-24, from all backgrounds, to gain vital skills in the environmental sector, while discovering, conserving and sharing their experiences of the wildlife and wild spaces of the Great Fen.

Over the next three years the project will enable the Trust, and other partner organisations to inspire more young people to care about, and protect, wildlife and wild spaces.

The **Peatland Progress Internships** are for young people aged between 18-24 yrs old to undertake a paid six-week internship with the Great Fen Communities and Education Team based at the Ramsey Heights Countryside Centre. This opportunity is funded by the National Lottery Heritage Fund as part of the Peatland Progress Project. Successful interns will follow a varied schedule that will allow them to gain a range of skills and experiences including supporting various educational visits, project related activities and events, whilst also gaining an understanding of the wider roles within wildlife conservation and species monitoring.



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The purpose of these activities is to strengthen a connection to the Great Fen landscape for the benefit of health and wellbeing of young people and improve their understanding of Climate Change and the role of the Peatlands Progress Project in mitigating Climate Change through Wet Farming and building the resilience of the fens for the future.

Main Objectives
<ul style="list-style-type: none"> To undertake a 6 week internship and develop skills, which include understanding the work of the reserves team in wildlife conservation and species monitoring, understanding the community engagement and communications work. Assisting with the organisation and delivery of project related events and experiences which could include, creating resources, itineraries and displays, contacting staff and exhibitors, promoting the event and delivery on the day, Training will be provided. OR producing short films about the work that is happening with Peatlands Progress on the Great Fen to promote the project on social media and other online platforms. Training will be provided.
Partnerships and stakeholders
<ul style="list-style-type: none"> Working with our project partnerships, and our stakeholders, to develop deeper understanding of the wider project.
Communication and promotion
<ul style="list-style-type: none"> Work with our Communications and Marketing team to write blogs, take photos and video updates on the internship.
Health and safety and EDI
<ul style="list-style-type: none"> Fulfil all relevant Health and Safety and Safeguarding requirements, training will be provided in First Aid and Safeguarding. Be aware of the Trust's equal opportunities policy and actively engage with it, while offering insight into the Trust's continuing work towards improving diversity and inclusion.
Other duties
<ul style="list-style-type: none"> Contribute to general Trust working and any other duties as directed by line managers. Go about duties in a resource-efficient way and minimise impacts to the environment. Actively follow Trust policies including Equal Opportunities policies Maintain an awareness and observation of Fire and Health & Safety Regulations. Present a positive and welcoming image of the Trust to everyone

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.



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Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

Peatland Progress Intern – Person Specification

E= Essential; D=Desirable

Category	Key Statements	
Experience and Qualifications	An interest in wildlife and the natural world or health and wellbeing in nature.	E
	Have means of transport to place of work	E
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion	D
	Some work experience, voluntary or paid, within the conservation, education or customer facing sectors.	D
	Some experience in the use of Windows/Microsoft Office-based computing, including word, Excel, database, email etc.	D
	Experience of writing blogs/social media content to convey particular messages.	D
Behaviours	A willingness and motivation to learn new skills.	E
	Ability to finish tasks and organise work.	E
	Ability to work within a team.	E

Terms and conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period: Six weeks with a review at end of week 2. During the probation period the contract may be terminated with one week's notice.

Annual leave: Pro Rated Annual leave and bank holidays, according to hours worked.



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Other Information:

Occasional weekend and evening working may be required, for which time off in lieu can be taken.

Weekly assessments will be provided.

Equality and Diversity

We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognize that our workforce needs to better reflect the communities in which we live and work.

We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 4,500 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2022-23 was over £10 million and its capital assets more than £28 million, of which over half (£18 million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is guided by the 2020 - 2025 five-year vision which can be found at: <https://www.wildlifebcn.org/next-five-years>. To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of CEO and three Directors.



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The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos, with over 1200 regular volunteers. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 17 Trustees, who are elected annually from the membership (presently standing at over 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) each meet quarterly. There are 137 staff members (113 fulltime equivalents), with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board comprised Chief Executive, Resources Director, Conservation Director, Business Director and Engagement Director. Reporting to the Executive Board is a team of senior managers.

Communities and Education Team

The Trust engages with people in many different ways. Formal education is provided to children and young adults and we engage with people of all ages in an informal manner on nature reserves and within local communities. All Trust staff and key volunteers need to recognise their role in encouraging people to take action for the natural world and support the work of the Wildlife Trust.

The Communities and Wildlife team work from a number of education and visitor centres where education and community engagement is delivered:

1. Paxton Pits Environmental Education Centre
2. Ramsey Heights Countryside Centre
3. Rushden Lakes Visitor Centre

Community engagement is also provided from these sites, as well as from the other Trust offices and nature reserves. The Trust is well-regarded by service users and this is particularly because of the quality of staff providing our education programmes.

The Trust undertakes community engagement and education work in order to create benefits for wildlife by instilling an interest in the natural world and influencing people to take action that will promote nature conservation. This in turn might lead to children and school groups making space for wildlife in their school grounds or gardens, families visiting nature reserves and people becoming Trust members and volunteers or working in the environmental sector.