Connect 2 Nature Braunton Project
Internship

Job Description & Person Specification

Post: Part-time Internship 15 hours per week

Contract: Fixed Term of 570 hours to be undertaken between 5th February – 25th October 2024

Rate: £12/ hour.

Working Hours: Flexible with Evening and Weekend work required.

Closing Date for Applications: 9am Thursday 25th January 2024

Interview Dates: Monday 29th/ Tuesday 30th January 2024

Location: Braunton Countryside Centre, Caen Street, Braunton, Devon EX33 1AA.

Reporting To: Connect To Nature Project Officer

Introduction:
Braunton Countryside Centre lies at the heart of the North Devon UNESCO Biosphere and Area of Outstanding Natural Beauty. Since its redevelopment in 2017, the Countryside Centre has gone from strength to strength thanks to a strong board of Trustees and dedicated group of volunteers. It attracts over 10,000 visitors a year and is the only Countryside Centre in North Devon providing information, interactive and live exhibits, interpretation, events, activities and experiences promoting the natural heritage of the area.

Project Summary:
The North Devon Environmental Trust have been successful in a bid to the Heritage Lottery Fund which will be match funded by Power Vault Ltd and Fullabrook CIC. The project, which is for 2 years, will connect people with nature in the Parish of Braunton and help secure the financial future of the Braunton Countryside Centre. The project will employ a project coordinator and Intern with the aims of:

• Developing nature-based events, activities, and experiences in the Parish of Braunton.
• Promotion as a natural and cultural heritage hub in Braunton for our partners such as the North Devon Biosphere and Devon Wildlife Trust.
• New interpretation, marketing assets and online presence
• Developing new business opportunities to secure new income streams to the Centre to support our financial future such as increased sales items, and membership schemes
• Engage people usually disadvantaged from taking part in nature e.g., by working with Live Well Braunton to support those who may be socially isolated from accessing nature.
• Ensure knowledge transfer of local biodiversity and ecological skills to the younger generation.
The projects aim will help to deliver a number of outcomes including raising awareness of unique wildlife and habitats in Braunton which make up the core of the UNESCO designated Biosphere.

Outcomes will also help engage our community and visitors in nature recovery and climate action as well as helping a diverse range of people access natural resources leading to improved wellbeing.

Job Description:
We are looking for enthusiastic, organised, and proactive intern who can help promote Braunton Countryside Centre to realise its full potential.

In return you will:
• Gain valuable experience in communications, field work skills and environmental knowledge
• Be able to network and meet with local experts and organisations
• Attend events such as our high-profile talks and walks programme
• Gain knowledge on local ecological and sustainability issues.

This is a flexible position, but if you are able to help at the Countryside Centre on weekends and at evening talks that would be an advantage.

Duties To Include:
• Helping to manage the Centre, including interacting with visitors to enhance their experience and fundraising activities
• Marketing and promotion of the Centre e.g., through the production of marketing materials, through social media and our website
• Supporting and helping at events such as the talks programme such as event set up, catering and clean up
• Organising summer activities such as events for children
• Supporting field work such as habitat surveys
• Implementing your own ideas and initiatives which will further enhance the aims of the Countryside Centre
• Support the Project Coordinator with administrative tasks such as event recording, data input
• Other tasks as directed by the Project Coordinator related to the post

We welcome applications from all sections of the community and are keen to hear from candidates from diverse backgrounds.

How to Apply: Please apply with your CV and a covering letter explaining how you meet the requirements of the post and how you would fulfil the aims of the project. Please send these to Jack Woolfenden using the email address below.

For Further Information about the Post
jack@brauntoncountrysidecentre.org

Person Specification:

Qualifications, Education and Training Essential / Desirable	**Essential / Desirable**
• Studying towards a related discipline such as Environmental Science, Communications or Business Studies	E
• First Aid at Work • DBS	D
Experience	
• Proven community engagement or experience in a customer service or visitor centre setting • Marketing and communications and environmental awareness campaigns • High level of customer service • Use of social media and website content creation • Experience in environmental volunteering or environmental projects.	D
• Experience of working with young people and children • Experience of working with a “not for profit” organisation • Use of online booking and event system management. • Experience in risk assessment and health & safety for outdoor working. • Use of Wordpress and creative/graphic design software packages/ video editing	D
Knowledge	
• Habitats, wildlife, and Nature Recovery • Practical skills and experience of conservation management • Citizen science • Species identification • Nature health and wellbeing agenda • Promotion of equal access to nature • Local knowledge of ecology, habitats, wildlife, heritage, and sustainability issues within the North Devon UNSECO Biosphere core area.	D
Skills & Competencies	
• Exceptional interpersonal skills being able to motivate and empower people to take up nature connection. • Able to work on own initiative • Analytical skills, ability to plan and co-ordinate • Ability to plan, communicate, manage, and evaluate organisational objectives and goals • Ability to organise and prioritise work activities and meet deadlines • Ability to act as a confident advocate for the North Devon Environmental Trust visitors	E

• Effective communication including excellent written, verbal and listening skills • Fully competent with the use of ICT and Microsoft office	
Proven team and organisational skills	D