

## People & Planet Job Description

### Job Title: Interns

**People & Planet Purpose:** That a generation of student activists will be a force for change in achieving global social and environmental justice. We will achieve our goal by:

- supporting and inspiring students to develop the knowledge, skills, confidence and conviction that they can make a difference;
- bringing about long-lasting change, in policies and practices, by campaigning and collective action.

**Job Purpose:** To support and develop the People & Planet network of student groups and the individuals within them to campaign on issues of social and environmental justice. To support People & Planet's campaigns and outreach work as determined by each intern's placement. See placements below.

**Responsible to:** A Campaigns or Outreach Officer will act as your line manager and support you throughout the year.

## Background

Established over thirty-five years ago, People & Planet supports the **largest student network in Britain**, focusing on poverty, human rights & the environment. We work with students at universities, colleges and schools across the UK and in 2009/10 will be campaigning on corporate power and climate change. We work closely with many partners and coalitions, for example the World Development Movement and the Stop Climate Chaos coalition. In 2009/10, the People & Planet national support office in Oxford will have 22 staff split into two teams:

- **Campaigns and Outreach team** which is responsible for communications, network development, supporting campaign groups, training and events, campaigns strategy, advocacy and policy, materials design and working in coalitions and in partnership with other organisations.
- **Support and Services team** which is responsible for fundraising (festival stewarding, sponsored events, merchandising, grants, individual supporters) finance, IT, design, staff development, office management and the website.

All interns will work in the Campaigns and Outreach team. The People & Planet office is staffed by highly committed and professional people, and run in an open and supportive way.

**The internship is a challenging year:** Through experience, intensive training and ongoing support, skills will be developed including time and project management, public speaking, facilitation, training, writing, campaign group support, events and campaign action organisation, IT and skills specific to the role you take on. In recent years P&P interns have gone on to work for: ActionAid, Christian Aid, Comic Relief, Friends of the Earth, Greenpeace, Rising Tide, the Samaritans, VSO, YWCA, and for People & Planet itself among many others.

See <http://peopleandplanet.org/internstestimonies>

## Internship placements available

As an intern, on average over the year, you will spend:

**60%** of your time (average 3 days/week) on **project work**, specific to your **placement**.

**40%** of your time (average 2 days/week) on **outreach work**, focused on universities or schools and colleges

In 2009/10, there will be two internships supporting our universities and higher education network, and six supporting our network in schools & colleges.

<b>Project work Placement</b>	<b>Outreach work</b>
Go Green Universities Campaign	Universities
Ditch Dirty Development Campaign	Schools and Colleges
Events, Training & Democracy	Schools and Colleges
Events, Training & Democracy	Universities
Corporate Power Campaigns	Schools and Colleges
Go Green Schools & Colleges Campaign	Schools and Colleges
FeHe Outreach	Schools and Colleges
Communications	Schools and Colleges

## **Role Description - Outreach work**

### ***For Schools and Colleges Internships***

On average, one and a half days a week during term time will be spent conducting talks and workshops for students aged 16 – 18 years in schools and colleges (sometimes to large groups) or visiting student groups to support their group meetings or events. Talks and workshops will be on issues (Corporate Power and Climate Change), or on building group skills (planning campaigns, lobbying etc.). This will require liaising and building relationships with teachers and key student group contacts.

Providing essential support to school and college groups from our office will constitute part of the remainder of your outreach time (up to half a day per week). You will be the allocated support worker for a number of school and college campaigning groups and it will be your responsibility to form a relationship with them to support and advise them. This will include giving a higher level of support to a college group who has had little or no experience of campaigning.

This support work may involve:

- Helping students to start a group and to build and maintain membership.
- Helping students to identify and address problems with the group.
- Providing advice on developing and executing campaign actions.
- Keeping in regular phone and email contact with key group organisers. Developing new methods of group support.
- Encouraging people to come to events; helping them organise transport and attendance; preparing workshops and discussions for events.
- Helping to organise regional events and running workshops at these.
- Encouraging the booking of skills training workshops, which you will then plan and deliver.
- Encouraging students to feel part of the wider People & Planet network and participate in organisational planning and decision making
- Encouraging and assisting groups to fundraise for People & Planet.
- Creating lasting relationships with various contacts within the 'high support' colleges and looking for opportunities within the college that will start to strengthen a P&P group

Your outreach role will involve working within People & Planet's monitoring and team working systems; e.g. attending team meetings, monitoring teacher and student feedback, updating the database with information about groups, and termly reporting about group activities. You will also gather news and information about school and college groups' activities and write stories for our website which celebrate their achievements.

## ***For Universities Internships***

Approximately 2 days a week will be spent supporting People & Planet groups in universities and higher education (HE) institutions. This will include providing materials, advice, campaign support and training to established and new groups. This will be done through visiting groups in their universities and through phone, on-line and email contact with key group organisers.

This role will involve:

- Coordinating support and training to the groups in your assigned regions of the UK: letting them know what campaign support is available to them; running workshops for or with them; sending them materials; helping them to identify and address problems and to achieve their objectives.
- Reporting group activities and successes to relevant staff and to the rest of the P&P network via web, email and written communications.
- Promoting P&P's key messages to groups and encouraging and assisting them to fundraise and run P&P campaigns.
- Encouraging people to come to events; helping them organise transport; preparing workshops and discussions at the events.
- Working within established office systems including attending regular university outreach meetings, completing monitoring forms and writing reports.
- Working with your volunteer *Regional Representatives* on developing and delivering the Regional Plan:

Regional Representatives are students who volunteer to help and represent the student campaign groups in their region. You will be responsible for supporting Regional Representatives, helping to develop their outreach skills. You will work together to develop and execute a plan for supporting and developing groups in your regions. This will include helping groups to work together, delivering workshops and organising 2 regional training events.

- Being an active member of the Universities Outreach team, implementing and helping to review the 2009/10 strategy.

## **Role Description - Project work**

### ***Go Green Universities Campaign Intern***

Go Green is one of P&P's longest standing and extremely successful campaigns, and aims to transform the environmental performance of the education sector. Day-to-day tasks will include supporting other interns in advising groups on how best to run the campaign, writing news stories and case studies for the website, and monitoring campaign activity. You will be involved in campaign planning, producing materials, promoting the campaign at events, encouraging students to fundraise for the campaign and P&P generally and developing campaign workshops. There are a number of major projects anticipated during the internship: planning national Go Green Week in the spring term and working with students in the P&P student network to develop the campaign to build 'transition universities'. You will work with external partner organisations in the higher education sector and support work to ensure the campaign has a national impact on the education sector, for example the Green League, which ranks UK universities according to environmental impact.

### ***Ditch Dirty Development Campaign Intern***

The Ditch Dirty Development campaign aims to challenge financiers of dirty fossil fuel energy to switch their funding to renewable and sustainable energy sources. The campaign currently targets both the UK government and the Royal Bank of Scotland, one of the key private funders of fossil fuel projects. We are considering launching a boycott of RBS in 2009/10. In the autumn term 2009, we will communicate the relevance of the campaign for the December UN summit in Copenhagen. Day-to-day tasks will include supporting other interns in advising groups on how best to run the campaign; writing news stories and case studies for the website; building support for the campaign and monitoring its activity. You will also be involved in campaign planning; delivering workshops to University groups (for example, at regional events); producing materials; promoting the campaign at events and delivering campaign actions and events. You will work with external partner organisations, and may be involved in lobbying meetings with campaign targets.

### ***Events, Training and Democracy Interns (2)***

People & Planet organises three national events a year to inspire, inform, involve and train students: Shared Planet, our flagship weekend conference attracting over 700 students; The Forum, our participatory decision making event; and the Summer Gathering, our residential campaigns and skills training event. You will take responsibility for a variety of tasks as part of the event team, for example: organising venues, programme, speakers, workshops, debates, films, entertainment, marketing and accommodation. You will help develop and implement ways for students to get involved in decision making and planning at People & Planet and will work with our student Management Committee members to foster a better understanding of their role and enable them to engage better with the student network. You will review and improve our training workshops in areas such as campaigning skills and facilitation which are delivered by all interns as part of their outreach work. You will also work with Fundraisers in the Support and Services team to encourage students to fundraise for People & Planet.

### ***Corporate Power Campaigns Intern***

People & Planet is launching a new student chosen campaign in 2009: Corporate Power. Students have decided we should develop the following two campaign strands: Reclaim Education - reclaiming our educational institutions from corporate influence (particularly in areas such as research, career choices promoted and sponsorship of events) and Total Ethical Procurement - ensuring that every good and service procured by every university, school or college has not been produced in a way that destroys the environment, impoverishes poor farmers or violates workers' human rights. You will be involved in campaign planning, producing materials, promoting the campaign at events, encouraging students to fundraise for the campaign and P&P generally, delivering workshops to University groups (for example, at regional events) and delivering campaign actions and events. Other day-to-day tasks will include supporting other interns in advising groups on how best to run the campaign, writing news stories and case studies for the website, and monitoring campaign activity. You will help build relationships with external partner organisations.

### ***Go Green Schools and Colleges Campaign Intern***

Go Green aims to transform the environmental performance of the education sector. It is one of P&P's longest standing and extremely successful campaigns in Universities. It has been running in schools and colleges since 2007. The Go Green campaign aims to transform the environmental performance of the education sector. Day-to-day tasks will include supporting other interns in advising groups on how best to run the campaign; writing news stories and case studies for the website; and monitoring campaign activity. You will also be involved in campaign planning, producing materials, and delivering campaign events. You will work with external partner organisations and help maintain the team's knowledge of the school and college sector and relevant external projects. You will work with the Go Green Universities Intern to help plan national Go Green Week in the spring term. You will help promote and liaise with teachers to secure opportunities to work in schools and colleges and coordinate the booking of sixth form outreach visits, this is a critical task as the schools and colleges team of 7 people will be delivering almost 300 visits to schools and colleges over the course of the academic year.

### ***FeHe Outreach Intern***

You will play a key role in the second year of a project to develop innovative ways of working with students at further education (FE) colleges and 'post 1992' higher education institutions to help them explore global issues and enable them to campaign. This role will involve a particularly high level of time out of the office with a focus on face to face, intensive working with students. You will explore and respond to the needs and interests of a diverse range of students by creating and implementing new ways of working with them. You will need to build productive relationships at institutions where People & Planet has not previously worked as well as with external partner organisations. You will help support other interns on their role in this project, working with FE colleges. You will help to monitor the impact of the project and conduct ongoing evaluation activities with students. You will also support initiatives to increase the diversity of the People & Planet network as a whole. In addition to this, you will recruit, train and support 'Group Support Volunteers', experienced campaigners who support school and college groups.

## ***Communications Intern***

You will edit and oversee the design of our high-quality and professional termly newsletter, 'the Activist', coordinating colleague and volunteer student writers. You will coordinate the production and edit regular email newsletters sent to our campaigners and supporters. You will train and support media reps (student volunteers in P&P campaign groups) and Communications volunteers (student volunteers who write for P&P publications). You will work to maximise communication between groups within our student network through promoting and coordinating exciting new media initiatives such as social networking, sharing student made films and blogging, including supporting blogging volunteers. You will be a member of the 'Forum' event team and will take responsibility for the event communications. You may also deliver workshops to University groups (for example, at regional events).

## **Internship person specification**

The person specification sets out the essential and desirable criteria for the internships. Please read them carefully and demonstrate clearly how you meet them in your application form.

### **Essential criteria for all roles**

- An ability to inspire and enthuse a diverse range of young people
- Excellent oral communication skills with ability to communicate complex information in simple and engaging ways, for use in public speaking and workshop facilitation
- Excellent written communication skills with ability to target communications to different types of audiences
- Ability to work well in a team with others who may hold different views to you and have different priorities
- Evidence of a belief in the importance of human rights, environmental and social justice including a commitment to diversity and equal opportunities (for example: demonstrated through volunteering)
- Potential to learn from internship
- Willingness to work under a manager and give and receive constructive criticism.
- Excellent personal organisation skills, particularly time management and prioritisation skills
- Ability to support and coach others
- Ability to represent P&P professionally (for example: to external partner organisations).
- Computer literacy (using email, web, word processors, spreadsheets, databases etc.)
- Experience of participating in a campaigning or voluntary group
- Experience of organising an event or project

### **Additional essential criteria for universities Interns**

- At least 2 years experience of university life

### **Desirable criteria for all roles**

- Experience of facilitating meetings
- Experience in training others
- Experience of organising a group to run effective campaigns
- Good eye for design (preferably with experience in designing materials using desktop publishing software).
- Experience in writing communications for mass distribution (web, magazine or e-newsletters)
- Experience in marketing/ promotions
- At least 2 years experience of university life

## Summary of Terms & Conditions

<b>Starting date:</b>	<b>3 August 2009</b>
<b>Length of contract:</b>	<b>3 August 2009 – 25 June 2010</b>
<b>Salary:</b>	National Minimum Wage plus 10%. This is currently £11,471.46 per annum, but will rise in October when the minimum wage increases.
<b>Hours of work:</b>	<b>5 days a week, totalling 35 hours.</b> You will be expected to stay away for at least 3 weekends, plus occasional nights and evening work for which time of in lieu will be given.
<b>Holidays:</b>	25 days pa, plus bank/public holidays.
<b>Probation period:</b>	Two months from the start of the contract. Within this period 2 weeks notice on either side may be given in writing.
<b>Location:</b>	Oxford. This post will require significant travel throughout the UK with occasional overnight stays.

### **Criminal Records Bureau check**

Our Child Protection Policy requires us to obtain a Criminal Records Bureau (CRB) check on all staff to assess their suitability for working with people who are under 18. Our Child Protection Policy can be viewed at: <http://peopleandplanet.org/dl/childprotectionpolicy.pdf>

### **Free Summer Gathering ticket**

You will be invited and strongly encouraged to attend the People & Planet Summer Gathering 28 June – 2 July 2009. This event provides 4 intense days of training in People & Planet's campaigns and skills. The event is attended by students who will be running People & Planet campaigns and groups in the academic year 2009/10 and 2008/09 interns.

<http://peopleandplanet.org/summergathering>