

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 groups network; to support 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: Your line manager will 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 2008/09 will be campaigning on trade and climate change. We work closely with many partners and coalitions including the Stop Climate Chaos coalition and the Fairtrade Foundation. In 2008/09, 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.
- **Resources 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 a very 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, CAFOD, 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, 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 Sixth forms

In 2008/09, there will be two internships supporting our universities and higher education network, and six supporting our sixth forms network in schools and colleges.

Project work Placement	Outreach work
Go Green Universities Campaign	Universities
Ditch Dirty Development Campaign	Sixth forms
Events & Training	Sixth forms
Events & Training	Universities
Trade Campaigns	Sixth forms
Go Green Schools and Colleges Campaign	Sixth forms
Network Development	Sixth Forms
Communications & Campaign Development	Sixth Forms

Role Description - Outreach work

For Sixth Form 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 (Trade Justice/Fairtrade and Climate Change), or on building group skills (planning campaigns, lobbying etc.). This will require liaising and building relationships with teachers and key group contacts.

Providing essential support to sixth form groups from our office will constitute the remainder of your outreach time (approximately half a day per week). You will be the allocated support worker for a number of sixth form campaigning groups and it will be your responsibility to form a relationship with them to support and advise them. This 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
- Assisting groups in their efforts to fundraise for People & Planet.

Your Sixth form 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 sixth form groups' activities and write stories for our website which celebrate their achievements.

For Universities Internships

Approximately 2 days per week will be spent supporting People & Planet groups in universities and HE colleges. 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 and email contact with key group organisers.

This role will involve:

- Coordinating support 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 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 and you will work together to develop and execute the plan for supporting and developing groups in your regions. This will include helping groups to work together and organising regional training events.

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 and developing campaign workshops. You will work with external partner organisations in the Higher Education sector. There are two major projects anticipated during the internship: the first is working with students in the P&P student network to develop a vision for the future of the Go Green campaign; the second is to produce the Green League 2009, P&P's ranking of 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 targets both the UK government and the Royal Bank of Scotland, one of the key private funders of oil and gas. 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 actions and events. You will work with external partner organisations, and may be involved in lobbying meetings with campaign targets.

Events & Training Interns (2)

People & Planet organises three national events per year to inspire, inform, involve and train students: Shared Planet, our flagship weekend conference attracting over 600 students; The Forum, our participatory decision making event and our residential campaigns and skills training event, the Summer Gathering. 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 ways for students to get involved in decision making and planning at People & Planet. 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.

Trade Campaigns Intern

You will promote the Fairtrade schools scheme, encouraging schools and colleges to work towards Fairtrade status. 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 may work with external partner organisations. You will be responsible for coordinating Fairtrade Fortnight in the spring term and other regional events to enhance links between groups in schools and colleges. You will provide some support to members of student groups in running the Redress Fashion campaign. This will involve providing advice on campaign and action planning, and assisting students to communicate and promote the campaign to other student groups. You will also be involved with marketing the sixth forms programme to education professionals and will help coordinate the booking of sixth form outreach visits. You will help coordinate the production and edit regular e-newsletters sent to our campaigners and supporters.

Go Green Schools and Colleges Campaign Intern

The Go Green campaign aims to transform the environmental performance of the education sector. Running in universities since 2003, last year Go Green was extended to cover sixth forms and colleges as well. 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 may work with external partner organisations. You will be responsible for planning national Go Green Week in the spring term and other regional events to enhance links between groups in schools and colleges. You will also be involved with marketing the sixth forms programme to education professionals and will help coordinate the booking of sixth form outreach visits. You will also help coordinate the production and edit regular e-newsletters sent to our campaigners and supporters.

Network Development Intern

You will play a key role in developing a new project to develop innovative ways of working with students at Further Education colleges and 'post 1992' higher education institutions to help them explore global issues and enable them to take action. You will help to develop accessible and engaging communication and educational materials responding to the needs and interests of students and involve students in designing and delivering workshops and events. You will need to build productive relationships with external partner organisations and institutions in a sector where People & Planet is not currently working. You will carry out training with students and staff at a number of partner institutions. You will help to measure the impact of the project and participate in ongoing evaluation. You will help to develop and coordinate a new scheme linking University student volunteer mentors with school and college groups. You will also help coordinate the production and edit regular e-newsletters sent to our campaigners and supporters.

Communications & Campaign Development Intern

You will coordinate colleagues and members of the student network to write, collate stories and oversee the editing and design of a new look high-quality and professional termly newsletter. You will work to maximise communication between groups within our student network through promoting on-line initiatives and maximising student written content in all People & Planet's communications, particularly, through supporting a group of student Media and Communications Volunteers. You will be a member of the Forum event team and will take responsibility for the communications about and for this event. You will work to maximise student participation in the development of People & Planet's new campaign on corporate behaviour, which will include developing content for the website to provide information and encourage debate, and developing and delivering workshops. You may also be involved in campaign planning and working with external partner organisations.

Internship person specification

The person specification sets out the essential and desirable criteria for each of the placements. 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
- 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
- Ability to engage in public speaking and workshop facilitation
- Evidence of a belief in the importance of human rights, environmental and social justice including a commitment to 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, 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, 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

Starting date:	12 August 2008
Length of contract:	12 August 2008 – 26 June 2009
Salary:	National Minimum Wage plus 10%. This is currently £11,050 per annum, but will rise in October when the minimum wage increases.
Hours of work:	5 days a week, totalling 35 hours. 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.
Holidays:	25 days pa, plus bank/public holidays.
Probation period:	Two months from the start of the contract. Within this period 2 weeks notice on either side may be given in writing.
Location:	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 29 June – 3 July 2008. You will receive a free place at this event which 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 2008/09 and some 2007/08 interns.
<http://peopleandplanet.org/summergathering>