**Intern Opportunity**

**Job Description**

Do you want to gain real meaningful experience in the sustainability/procurement/facilities\* sector and help the organisation to save money and reduce environmental impact?

We have an internship opportunity to help embed a online resource reuse system called www.warp-it.co.uk

The sustainability/procurement/facilities sector shows growth against a backdrop of a shrinking economy, and is vital for all business operations. This project will provide valuable experience and give an insight into the inner workings of a large organisation, providing invaluable in getting one step ahead of other job seekers.

The project will provide an opportunity to really influence our environmental and financial performance- you will take responsibility for the implementing / improving the project and training staff and what is even better you will be able to financially and environmentally measure your impact.

This opportunity would suit job seeker\* but is particularly suited to those studying environmental , business, marketing, engineering or procurement.

**Details**

Volunteer internships are available within the team, providing a valuable opportunity to:

* Gain meaningful work experience in sustainability operations and marketing within the sector;
* Contribute towards achieving the organisation's sustainability/procurement/facilities objectives.

The **reuse intern**role covers various areas within the organisation from waste management, sustainable procurement and facilities management.

The role involves helping to set up or support a resource reuse network. Day to day activities will include- working with the key contact to:

* Help to develop communication campaigns for staff
* Help develop communication materials
* Update and maintain social media and blog pages
* Assist various officers from across the organisation in uploading resources onto the system
* Train staff on how to use the system
* Answer queries about the system via email
* Monitoring and reporting performance data

**Benefits**

* Enhance your CV with valuable skills
* Gain an insight into sustainability/procurement/facilities issues in a large organisation
* Get a head start over others in the job market
* Make a valuable contribution to sustainability at the organisation
* Gain valuable work experience in an office based environment
* Meet and work with other staff across the organisation
* Develop relationships with third parties to help charities schools and social enterprises

**Skills**

You could develop many skills including:

* ethical awareness
* commercial acumen
* planning and organising
* occupational awareness
* communication
* teamwork
* rapport building and networking
* training delivery
* strategy development

**Full proposed action plan for intern**

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| **Action Plan** | **Method** | **Comments** |
| **Setting system up** |  |  |
| Warp It training | See support documents.  |  |
| Create list of contacts who manage or are responsible for resource stores across the estate | Find resource stores by questioning appropriate staff | This will require some internal liaison with key officers.  |
| Liaise with list of contacts to itemise and upload resources onto the Warp It system | Book in meetings. Take photos. Note description. Upload onto system | Emphasise to intern that officer’s time is precious and intern must not inconvenience in anyway. |
| Liaise with capital developments and/or refurbishment dept to upload any resources from future building moves. | Above | Above |
| Upload surplus resources from stores across the estate | This is a desk based activity which can be carried out anywhere with internet access | Checklist to help with this activity is available.  |
| Contact local charity | Get them to join Warp It (Free) to ensure no items go to landfill. | Organisation probably has a out reach dept. |
| **Communications and training** |  |  |
| Deliver communication and roll out strategy | Use templates provided | Think about the audience, stakeholders and preferred methods of engagement.  |
| Deliver staff training workshops or at desk side on how to use Warp It.  | Video workshops also and place online | Will need approval from Sustainability manager or equivalent. |
| Banners and posters | Use templates | Move banners around the estate to spread the message. |
| Create/ improve internal Warp it website pages | Content provided |  |
| Use social media to help deliver training. | Upload training video  |  |
| Get senior figure to publicly support | Publicise in newsletters . Content can be provided. | Could get a photo of leader or Chief Exec using Warp It to redistribute old chair in office? Will need assistance from Sustainability manager or equivalent. |
| Ensure head of departments and senior managers encourage staff to use Warp it | Warp It brief needs to be cascaded to other staff meetings. Content can be provided. | Ensure added onto Agenda item. Online presentation available if required. Will need assistance from Sustainability manager or equivalent. |
| Email department heads  | Warp It brief/ online presentation. Content can be provided. | Ask SD officer or equivalent to disseminate info via normal routes |
| Email admin heads | Warp It brief/ online presentation.  | Ask SD officer or equivalent to disseminate info via normal routes. |
| Staff newsletter | Template available | Remind about benefits |
| Get Warp It added to all staff meetings agenda | Content can be provided |  |
| Feedback on performance at end of period | Create reports using system analytical. |  |
| Contribute to wards annual report to senior management |  | This gains further backing for the system. |
| Develop press release to publicise to partners, third sector and SME | Aimed at other stakeholders. DOC can provide initial content. |  |

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| **Report** |  |  |
| Assess the potential financial, staff time and environmental savings Warp It could make for the council. | Monitor previous furniture purchase, useage and disposal patterns, Use initial transaction data to suggest performance. Report Template available. | Also assess the problems faced when setting up a system like Warp it. |
| Prepare a how to guide for setting up a Warp It system in any organisations. |  | Break down the process so that a staff member can follow it to set up their own |
|  Make suggestions for improving Warp It participation | Both the online system but also the human element.What would be the barriers to use. What changes would be required. |  |
| **Succession** |  |  |
| Recruit and train up the next intern |  |  |