



## GBP 6922 Graduate Project Assistant (Finding Nature's Footprints)

<b>Internship Scheme and Reference Number:</b>
GBP 6922
<b>Job Title:</b>
Graduate Project Assistant (Finding Nature's Footprints)
<b>Employer:</b>
Devon County Council, County Hall, Topsham Road, Exeter, Devon EX2 4QD
<b>Workplace:</b>
North Devon Coast AONB, Taw View, North Walk, Barnstaple, Devon EX31 1EE Occasional remote working possible, but main activity is outdoors in North Devon and Torridge
<b>Advertisement Closing Date:</b>
10/9/23
<b>Interview Date:</b>
19/9/23
<b>Start Date:</b>
25/9/23 (Flexible)
<b>End Date or duration:</b>
12 months
<b>Working Hours:</b>
36.5 hours per week flexible across the week with very occasional evening or weekend work
<b>Salary &amp; Rates of Pay:</b>
£22,715 per annum
<b>Job Description and Person Specification:</b>
<b>Job Summary</b>  The AONB (Area of Outstanding Natural Beauty) team at Devon County Council are looking for a recent graduate to join them as a Project Assistant. You will work on the 'Finding Nature's Footprints' project supporting a range of activities including surveying, conservation tasks, and community engagement. There will be a variety of training opportunities both formal and on-the-job related to ecology and people skills, working with the AONB team and project partners to acquire and implement new skills and knowledge whilst delivering project results and outcomes for nature and for people.  This role is part of the Graduate Business Partnership (GBP) scheme and offers a full-time contract (36.5 hours per week) for 12 months. A full driving licence and ability to travel across North Devon (sometimes to

rural areas which are not accessible via public transport). Mileage will be reimbursed. Occasional remote working is possible with your main activities being outdoors in North Devon and Torridge

### **Key Dates**

**Closing Date: 10/9/23**

**Interview Date: 19/9/23**

**Start Date: from 25/9/23 (Flexible)**

**Duration: 12 months**

**Salary: £22,715 per annum.**

### **Purpose of the Role**

You will support the Finding Nature's Footprints project by carrying out botanical surveying, conservation tasks, and community engagement. Your priorities will be to identify and record local wildlife and habitats, take action for nature recovery, connect people with nature and provide skills and knowledge.

### **Duties and Responsibilities**

- Carry out species and habitat surveys (following training) working with the Project. Coordinator, volunteers, and partner organisations.
- Develop skills in engaging with the public.
- Support practical nature conservation work and training courses with project volunteers, communities, and the public.
- Assist in the development and delivery of activities that provide a 'connection with nature' for a wide range of people including young adults, diverse cultural communities, people referred through green prescribing and schoolchildren.
- Help organise and assist with public events such as Bioblitz, beach cleans and community wildlife audits.
- Take part in communication activities, such as contributing to social media posts, taking photographs and videos of your activities, and contributing to website content, newsletters, and press releases.
- Develop skills to assist with data entry into Excel spreadsheets, data analysis, online data recording and mapping software.
- Assist with and, at times, oversee the organising of volunteers.
- Undertake any other duties as required within the general scope and grading of the post, as directed by the Project Coordinator

### **Special Attributes linked to this role:**

- Ability to move display and exhibitions materials to various events and shows.
- Some weekend and evening work is involved, for events, activities, or webinars, for which time off in lieu of overtime can be taken.

### **Training and Development - What Skills and Experience will this Opportunity Provide?**

- Formal training will be provided in Habitat Survey methodology and Outdoor First Aid, plus relevant areas of interest in relation to people skills (volunteer management, equality and diversity, event management etc.) and ecological skills (species ID, survey methods, habitat management etc.).
- Informal training will be provided on the job by the Project Coordinator, AONB team members or Partner Organisations in ecological, organisational and people skills.
- This role will provide direct experience and understanding of a Protected Landscape and access to a range of partners working in the natural environment and people engagement sectors.

### **Support Available**

- Regular meetings with the line manager and wider AONB team.
- Working with other partner organisations.
- On-the-job training.
- Local accommodation may be available through partner organisations.
- You will be offered 1:1 support from the Internships Team.

### **The Benefits**

- Outdoor clothing and PPE.
- Flexible working.
- Having a job that allows you to 'give something back' to the community.
- Travel costs.
- Awards nomination in the [University of Exeter Employment Awards](#)

### **The Benefits below will also be included as part of the Graduate Business Partnership**

- You will be invited to 'The Graduate Network' quarterly events exclusively for GBP's and their line managers.
- All Graduates are offered a 'how to make the most of your internship' guide.
- You will have access to the university's [Career Mentor Scheme](#) and extensive suite of online training which includes Excel, presentation skills, and negotiation skills.

### **About You (Person Specification)**

#### **Degree and Attainment**

- Degree level in a relevant subject
- You should have graduated from a UK-based university in the last 3 years.
- International graduates with a Graduate Visa are welcome to apply.

#### **Skills**

- Ability to communicate in a lively and persuasive manner in person and in written work with a range of audiences.
- Ability to engage positively with a wide range of groups and individuals.
- Competent in Microsoft Office
- Social media posting on Twitter, Facebook, or Instagram.
- Ability to express complex issues clearly and concisely both verbally and in writing.

## Personal Qualities and Attributes

- Ability to work collaboratively as a key member of a small multi-disciplinary team.
- Ability to take responsibility and work on own initiative.
- Determination and commitment to complete the internship.
- Interest in gaining new skills and knowledge.
- Reliable, confident, personable and a self-starter.
- Flexible and adaptable to changing situations.
- Ability to move bulky display material to events and shows.
- An organised approach to work to meet deadlines.
- Willingness to work outside in all weathers and outside of normal office hours on occasion.

## Knowledge

- Knowledge of botany, ecology, environmental science, or conservation

## Prior Experience

- A full driving licence and ability to travel across Northern Devon (sometimes to rural areas which are not accessible via public transport). Mileage will be reimbursed.

## About the Company

The AONB Team currently comprises 4 people based alongside the North Devon Biosphere team in Barnstaple, both hosted by the Environment department at Devon County Council. The team works to the North Devon Coast Areas of Outstanding Natural Beauty (AONB) Partnership which oversees the review and delivery of the five-year Management Plan for this nationally designated landscape.

The team successfully obtained funding from the National Lottery Heritage Fund to support the 3-year project 'Finding Nature's Footprints' that includes 3 x one-year trainee positions for graduates. Priorities are to identify and record local wildlife and habitats, take action for nature recovery, connect people with nature and provide skills and knowledge. See: [Welcome to North Devon Coast AONB | North Devon Coast \(northdevon-aonb.org.uk\)](https://www.northdevon-aonb.org.uk). Team members work together flexibly to support a wide range of work, alongside volunteers and partner agencies.

## Graduate Business Partnership (GBP) Scheme Requirements

- To undertake a graduate role through the GBP scheme, you must have either achieved your degree or be in your final year at **any UK-based university**.
- If you are in your final year, your working hours may be reduced to 15 hours per week (for undergraduates) or 6 hours per week (for postgraduates) to ensure you have the capacity to successfully complete your degree. More hours can be completed if your academic agrees and provides written confirmation.
- If you do not pass your degree, the GBP role will end early.
- You must have graduated in the UK within the last 3 years of your most recent degree (we will consider extenuating circumstances of potential applicants that may have prevented them from undertaking a graduate role within 3 years of graduation).
- The University of Exeter is committed to developing an environment which promotes [equality of opportunity, values diversity and inclusivity](#).

- We are committed to creating an inclusive culture and engage with evidence-based charter frameworks for gender (Athena SWAN and Project Juno for Physics), race equality (Race Equality Charter Mark) and LGBTQ+ inclusion (Stonewall Diversity Champion)
- Learn about the university's commitment to the Disability Confident scheme [here](#)
- At the time of starting employment, the successful candidate must have permission to work in the UK and evidence must be provided in advance of the appointment. Examples of suitable evidence can be found in the [Intern Guidance- Proving Right to Work the UK](#) guide. Candidates should continue to have permission for the duration of the GBP contract. This includes British citizens, individuals with an [EU Pre-Settlement or EU-Settlement Status](#); and those with a [Graduate Route Visa](#).
- All graduates need to reside in the UK whilst undertaking this role.

### How to Apply

- Download and complete the attached [Internship Application Form](#). CVs cannot be accepted. Please make sure you have downloaded the latest copy of the Internship Application Form.
- Guidance and useful tips for completing your application are found on the Internship Application Form.
- Refer to the job details contained within the advert when writing your personal statement.
- Use the STAR approach to evidence each requirement in the Person Specification.
- You should insert the correct reference code on the application form: **GBP 6922**
- Please save your Internship Application Form as 'your name - **GBP 6922**'
- The University is a Disability Confident employer and as such this policy applies to recruitment through GBP Scheme. Applicants who identify a disability on the application form will be offered an interview if their application demonstrates they meet the essential criteria.
- Please also include details of any reasonable adjustments you may need for an interview or to undertake the role.
- You should explain why you would like to work for the employing organisation and why you think you would be a suitable candidate for this role.
- Send your completed application (not by OneDrive) to [internships@exeter.ac.uk](mailto:internships@exeter.ac.uk), with the reference code: **GBP 6922** in the subject bar of your email, by the closing date.

### Further Guidance and Support

- **(Exeter graduates only)** You can refer to the My Career Zone Digital resources on application and interview preparation [here](#).
- **(Exeter graduates only)** If you need support with your application, you can book an appointment with a professional Careers Consultant by emailing [careers@exeter.ac.uk](mailto:careers@exeter.ac.uk).
- Unless stated, interview expenses will not be paid.
- It is recommended that you check your online presence on social media to ensure it represents you well, as some employers may undertake online research of their applicants.
- If you have any questions, you can email the Internships Team at [internships@exeter.ac.uk](mailto:internships@exeter.ac.uk)