

Job Description

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| Post Title: | Environment Intern |
| Directorate: | Strategy, Economy and Net Zero |
| Reports to: | Environment Behaviour Change Project Officer |
| Direct Reports: | 0 |
| Salary Band: | Real Living Wage |

Key Relationships:

Role Purpose

The Environment Team is part of the WMCA's Strategy, Economy and Net Zero Directorate, which leads on a number of different workstreams focused on building a better connected, more prosperous, fairer, greener and healthier West Midlands. More specifically, the Environment Team work closely with stakeholders across the region to deliver on environmental initiatives including natural environment, air quality, the circular economy, climate adaptation and behaviour change.

The Environment Team has recently secured c.£1m from the UK Government to deliver an air quality project which will deliver the following:

- Installation of a region wide air quality monitoring network.
- Public facing air quality website presenting sensor data and other relevant air quality information for the region.
- Regional air quality awareness campaigns.
- Behaviour change programme focusing on how personal exposure reduction and how to bring about clean air for all.
- Air quality literacy programme aimed at politicians and regional stakeholders helping them understand the need for change in relation to air quality.
- Development of a communications toolkit which can be used by regional stakeholders including local authorities, to deliver their own air quality awareness raising campaigns.

The Environment Intern will be responsible for supporting the delivery of the air quality project, in particular the development of project resources and content for the website and awareness raising events. There will also be the opportunity to provide support across the Environment Team as required during the internship. This work will require regular communication and liaising with project partners and stakeholders.

This is an excellent opportunity for anybody looking to explore the possibility of a career in the environment or communications sector.

Responsibilities

- Support with researching and developing content to create an Air Quality website, a central hub of air quality information for the West Midlands. You will be asked to develop webpages and update content.
- Support in the development of the air quality awareness raising events. This includes designing and collating materials to be used at the events.
- Provide administrative support to the Air Quality Literacy training course and development of sensor network.
- Support in developing a Youth COP conference for young people to debate on climate policy for the West Midlands.
- Provide weekly updates to the Environment Team on your progress.
- Provide ad hoc support to Environment Team members as required during the internship around research, events, briefings and meetings.
- Attend the office at least twice a week

Person Specification

| <i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i> | | | Assessment Method | | |
|---|---|---|--------------------------|-------|----------|
| Experience | E | D | App* | Int** | Other*** |
| Demonstrable experience in creating communication materials whether through study or personal work and communicating effectively and concisely both verbally and in writing | E | | * | ** | |
| The experience of working as part of a team to produce demonstrable outputs | E | | * | ** | |
| | | | | | |
| Skills/Knowledge/Abilities | E | D | App | Int | Other |
| Creativity skills, able to convey messages clearly and concisely to intended audience | E | | * | ** | |
| Ability to communicate effectively in writing and through presenting to others | E | | * | | |
| Be a self-starter, with excellent organisational skills, capable of working independently and self-motivating to have a real impact. | E | | * | | |
| The desire to learn and develop new skills and knowledge | | D | * | ** | |
| An interest in the environment and a focus on progressing work and making things happen | | D | * | | |
| Excellent interpersonal skills, working with a variety of public and private stakeholders. | E | | * | ** | |
| Intermediate proficiency in MS Office applications including the ability to write and edit reports and presentations | E | | * | | |

| Qualifications/ Professional Memberships | E | D | App | Int | Other |
|--|---|---|-----|-----|-------|
| GCSE level or equivalent | E | | | | |

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

| Value | Competency | Behaviour |
|---------------|----------------------------|---|
| Collaborative | Team Focused | Works as part of team, managing and leading. |
| | Service Driven | Customer, resident and partner focussed. |
| Driven | Empowered & Accountable | Takes ownership and leads when needed. |
| | Performance Focused | Ambitious and going the extra mile. |
| Inclusive | 'One Organisation' Mindset | Believe in each other's expertise. |
| | Open & Honest | We do what we say we are going to do. |
| Innovative | Forward Thinking | Embrace change and open to new possibilities. |
| | Problem Solving | Go for clear and simple whenever possible. |

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.