

## **Post Graduate Certificate in Community Enterprise to include a 3 month student internship.**

The current economic climate has made it particularly difficult for graduates to find relevant employment on finishing their degrees and lack of experience and contacts often appears to be a hurdle in securing a first job. The University of Brighton has responded to this through the development of a new, one semester, post graduate certificate which enables participants to enhance their employment experience in community sectors while studying at post graduate level.

We are currently offering a series of 3 month internships with local voluntary or statutory organisations starting in February 2010 and accredited through a 60 credit post graduate certificate in Community enterprise. They are aimed particularly at graduates who finished their studies in July 2009 and have not yet secured work in their chosen field and the certificate may be used towards gaining employment or as partial completion of a full MA programme.

A list of internships is attached. These are all based within partner organisations of the Community University Partnership Project. Cupp works to develop mutually beneficial partnerships between the university and its local community and the internships have been designed to benefit the work of the community organisation and the learning and development needs of the graduate student. Successful applicants will work with the organisation for up to 37 hours a week between February and May 2010 supported by facilitated Action learning sets run from the Falmer Campus and individual supervision from specialised academics. They will also receive advice on networking, CV writing, job applications and interview skills from the Careers service. The award of a certificate is dependent on successful completion of the internship and a series of reflective assignments.

Interested applicants should apply in the first instance by phone or email stating their former degree qualifications, any relevant experience and indicating the specific internship in which they are interested. All applicants will receive a telephone and/or a face to face interview with the university and the host organisation.

The fee for the certificate is £300.00 but travel expenses will be covered by the partner organisation and there are a small number of bursaries available towards course fees. These will be allocated on an individual basis taking into account a student's outgoings and general financial means.

Any graduate who has already been unemployed for six months should, by negotiation be able to continue receiving Job seeker's allowance and arrangements for this will be discussed during an initial interview.

All enquiries should be sent to: Juliet Millican, 01253 644155, [J.Millican@brighton.ac.uk](mailto:J.Millican@brighton.ac.uk).

Closing date for applications: 15<sup>th</sup> February 2010.

## INTERNSHIP OPPORTUNITIES

- 1. Following Whispers, - Independent Foster Care organisation in Ramsgate are offering 2 internships for social work graduates or graduates of relevant disciplines looking to enter social work.**

Following Whispers is an independent foster care group formed in 2004 to help support the gaps in provision for children and young people who need to be placed with substitute families. They work particularly with children with complex needs and in situations where the local authority may not be able to provide support. Although based in Ramsgate they are now expanding to East and West Sussex and currently working with several families in Hastings, Seaford and Peacehaven.

Interns will initially be based in Ramsgate for four days a week where they will be offered accommodation and shadow the work of the main office, the managing director and supervising social workers. They will then be allocated families in East Sussex with whom they will work on initial assessment forms.

Interns will be offered training in child protection issues and have contact with organisations offering day care provision, therapists, foster care training and LAC reviews. As such they will have an insight into the scope of services associated with long and short term respite care and the placing of children in alternative family structures.

Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February.

- 2. National Community Wood Recycling Project – Brighton is seeking a student intern to produce a comprehensive national survey working from its office in the Lanes in Brighton. *Would suit a graduate with knowledge of Social enterprises, Waste and recycling or Social Science Research.***

The National Community Wood Recycling Project (NCWRP) is a membership organisation for a network of social enterprises that operate according to a business model pioneered by the Brighton and Hove Wood Recycling Project. The member organisations exist to save resources from the waste stream and sell them back to the public to re-use, whilst creating jobs and volunteering opportunities for disadvantaged people.

The NCWRP carried out a survey of its membership in 2008 gathering data on the role of the community sector in reusing wood waste as well as information on the practicalities of setting up a project and the range of products sold.

The NCWRP is now seeking a student intern to complete a comparable survey in early 2010. Working from its Brighton office in the Lanes the intern would be expected to revise and update the questionnaire, email out to all members, carry out follow up phone calls, analyse results and produce a published report. There may be possibilities to visit various wood recycling schemes and participate in a conference presentation. Specialist supervision will be available from NCWRP and WERG at the University of Brighton.

Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February.

**3. Impetus, Community Organisation, Brighton – is seeking a student intern to develop a social impact assessment tool recording outcomes of their health and social projects.**

***Would suit a social science graduate or someone with a health and social care background.***

Impetus are a charity which provides direct support services to local people experiencing disability and/or disadvantage. They are based in offices in Hove and seeking an intern to work full time from their offices for a period of three months. See their website for details of their range of projects: [www.bh-impetus.org](http://www.bh-impetus.org)

The intern would need to work with Project Leaders to develop a set of “outcome indicators and measures” which may possibly have universal application. The task involves building a framework and seeking to identify a possible universal set of indicators relevant to health and social care activity that measure effectiveness and provide comparisons of this across different projects of the social return on investment. The intern would look at existing models for measuring social impact including SIMPLE developed at the University of Brighton and receive specialist supervision from someone experienced in impact measurement in the voluntary sector. They would be expected to build a database using Microsoft Access or similar user friendly software.

Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February.

**4. The National Trust, Batemans at Etchingham are seeking a student intern to develop education packages for families, schools and adults.**

***Would suit a graduate from Education, Tourism or possibly art/graphics***

Batemans is a National Trust property and formerly Rudyard Kipling’s house. There is a Jacobean House and a Watermill and the property is of extensive educational and cultural interest. The student intern would be responsible for developing a series of education packages. One of these would be for schools who come and visit Bateman's and deal with the Jacobean House, The Watermill, and Rudyard Kipling and his work. Packages should be developed according to certain 'key stages' of school education and be sent out to teachers who contact Bateman's to arrange a school trip.

A second type of education packages would be for families that come to Bateman's with their children. This would incorporate quizzes and information that is already in existence but would be developed into a pack to take around the property and to include activities that would help families and children get the most out of their visit. This pack would be less formal and structured than the school pack but would help encourage more families to come to Bateman's and have fun learning about Rudyard Kipling. They are also looking for assistance in developing adult education materials that are of general interest to public visitors.

The internship would be based in Burwash which is a short train ride away but some distance from the railway station so a car driver is preferable. There may be some possibility to work for part of the week from home if required.

Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February.

- 5. Earthstock Films, Laughton, Sussex are seeking a student intern to develop online interaction, screenings, discussions and an interactive exhibition at Lighthouse Media Centre in Brighton which extends public engagement with the project.**  
***Would suit a digital media student with an interest in the environment and knowledge of web editing and design.***

**Earth Stock Films** is a new company set up by four media, education, web and exhibition specialists as a vehicle for projects around film and the environment. To date the first project has been to set up a website to enable filmmakers to distribute and earn revenue from their environmental footage ([www.earthstockfilms.com](http://www.earthstockfilms.com)).

Now they would like to develop this tool as a resource for education and production, initially though a project funded by the UK Film Council, **Against The Tide**,

This is an educational interactive documentary project, which uses archive footage of life on the South East coastline to inspire new films, encourage participation in the creation and generation of local archive, and foster a dialogue about people, history and place. A website including films by documentary makers from the region will be used as a starting point to inspire young people to add their stories and comments, take and upload contemporary images of the places represented in the archive, download a selected collection of coastal archive to use in their own films, and exhibit those films on the website. It uses the possibilities of Web 2.0 technology and social networking to foster an interaction with archive footage, where members of the public add value to existing archive and contribute to a process of reinterpretation.

The internship would be based in Laughton which is 6 miles from Lewes but lacking good public transport. A car user would therefore be preferable.

- 6. Brighton and Hove Food Partnership – are seeking a student intern to support their Whole school food policy by producing educational resources and quality copy for the Food Partnership website, newsletter and other external publications.**  
***Would suit a graduate with experience in policy issues and research, possibly from Social Sciences or Education.***

Whole school food policy covers:

- Pupil, parent & staff engagement & consultation
- Linking food and the curriculum
- Cooking, growing & healthy eating
- School meals, catering contracts & procurement
- Food related sustainability issues e.g. food waste, food miles, fair trade, organic

- Developing and documenting model projects & policy

The internship would be involved in the development and compilation of resources for teachers, adding these to the Food Partnership website (web design skills not needed), model project research and administration, and helping with consultations & events.

The Food Partnership pays travel and subsistence expenses for volunteers. Its offices are at the Emmaus site in Portslade Village, 10 minutes walk from the Downs and it is hoped that the internship would be based here though there it may be necessary to work from home one day a week and a lap top would be an advantage. Good writing, editing and web research skills are needed.

Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February.

**7. Lewes Crime Reduction Partnership are seeking two student interns, one to be based in their Lewes office and to work on Crime Hotspots in the area, and the second to be based at Plumpton Agricultural College and to look into Care Farms.**

***Would suit a graduate of Criminology or Community Psychology for the first and health and social care or social sciences for the second.***

a) Care farms in the local community

The Lewes Crime Reduction Partnership (CRP) is keen to take forward the idea of Care Farms in our local community. Care farming is an embryonic, but growing movement in the UK but there is currently no one standard model or programme.

The farms work with a wide range of clients in a variety of ways. Individuals and groups who have benefited so far include young people with autism, young offenders, those recovering from addictions and people with mental health problems, but this is by no means an exhaustive list. The farms provide anything from therapeutic learning environments to qualifications that can lead on to employment. Details of one such service can be found at [www.cfwm.org.uk](http://www.cfwm.org.uk)

The CRP is seeking an intern to work with a range of partners including the Sussex Downs PCT, Plumpton Agricultural College, the WARR Partnership and others to explore the viability of establishing Care Farms within Lewes District.

The work will involve:

- research into Care Farms both in the UK and elsewhere which may involve travel within the UK
- identification of and discussions with local agencies responsible for the potential clients of the service
- discussions with potential providers of the service, namely farmers and other agricultural organizations, making use of Plumpton College and its networks discussions with potential funding organizations
- presenting a report to the CRP on completion which identifies:
  - the roles, responsibilities and rewards for the potential partners
  - potential funding sources to enable the scheme to get off the ground
  - funding required on an ongoing basis

- the way forward for the CRP to get the scheme of the ground

It is felt that the work would be of benefit to a wide range of graduates who are keen to gain experience of working with a variety of organizations and understanding their requirements, of analyzing data, of gaining an understanding of funding such projects and presenting findings to a diverse audience. The work will be based in Lewes District

b) Understanding the fears of our communities and improving confidence in the ability of partnerships to reduce crime and disorder.

The Crime and Disorder Act 1998 promotes the practice of partnership working to reduce crime and disorder and places a statutory duty on police, local authorities, fire service, primary care trusts and the police authority to develop and implement a strategy to tackle problems in their area. In doing so, the responsible authorities are required to work in partnership with a range of other local private, community and voluntary groups and with the community itself. These partnerships are known as Crime and Disorder Reduction Partnerships (CDRPs).

This approach recognises that both the causes of crime and disorder and the interventions required to deliver safer, more secure communities lies with a range of organisations, groups and individuals working in partnership. Crime reduction is not solely the responsibility of the police. Lewes CDRP has contributed to successfully reducing crime and disorder within Lewes District. The crime recorded has dropped by 5% over the last year.

The 2008 Place Survey provides information on people's perceptions of their local area and the local services they receive. In Lewes District results of this survey demonstrated that the public view crime and health as the most important issues in making somewhere a good place to live. Although in general terms the results are positive there are some specific areas that CDRP would like to address; only 26% felt that police and other local public services sought local people's views on community safety issues, and only 28% felt that these bodies were successfully dealing with these problems

Lewes CDRP wants to work closer with the community to understand their fears and increase their confidence in how the partnership tackles crime and disorder specifically addressing anti social behavior (ASB).

The work will involve:

- Undertaking research with communities and partner agencies to identify the reported and perceived issues relating to ASB,
- Research best practice in dealing with ASB and increasing confidence within communities,
- presenting a report to the CRP on completion which identifies:
  - partner agency data availability for ASB
  - an evaluated tactical menu for service delivery
  - opportunities to incorporate views of the community into service delivery

The work will be based in Lewes District.

8. **SPIN – Single Parent Information Network are seeking a student intern to work on a range of support activities that include show casing their activities for a funders day in May and developing membership support for a new website. *Would suit a graduate from event management or PR with a good knowledge of IT.***

Spin is a very active community based organisation with office space one day a week and a range of support workers who work from home at other times and collaborate on a daily basis by email or phone. They have developed considerably in the five years they have been in existence and are on the verge of developing a large lottery bid for future activities.

They are holding an information day for single parents, local organisations and previous funders in May 2010 with Heather Mills McCartney providing catering and PR support. They are looking for an intern to develop relationships with local radio stations and local groups in the planning for the day and to assist with the general organisation and presentation work leading up to the event.

They are planning to move to a new web site and are keen to transfer members across to using this and to develop more proficient IT use among their 600 strong member base. The intern would play an active role in this work.

SPIN is based in Brighton but the intern would need to be prepared to work from home and attend meetings as required four days a week and attend the Hove office every Tuesday between 10-6pm (accessible by bus/train).

Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February. SPIN is run entirely by volunteer single parents and they would give preference to selecting a single parent or someone whose own parent was/is a single parent for this role.

9. **Action for Change is an organisation based in Eastbourne working principally to provide services to help overcome problems caused by alcohol and drug use. They are currently seeking a student intern to support a forthcoming application to ‘Investing in Volunteers’, an organisational quality mark. *Would suit a graduate from management, social policy or someone interested in organisational development.***

Action for Change provides services aimed at reducing the harm associated with alcohol and drug misuse. These services include advice and information, and a range of treatment options for those with alcohol and drug problems. Service users have an active say in the way the organisation plans and delivers their work.

The organisation has an excellent reputation and is currently accredited with ‘Investing in Volunteers’ quality mark. This ends in May 2010 and they are keen to reapply for it in order to achieve it again. They are seeking a student Intern to assist with the application process, which will involve desk research to ensure that current policies and procedures are relevant and meet Investing in Volunteers standards, carrying out interviews and meetings with paid and volunteer staff, telephoning staff to set up meetings, completing paperwork as part of briefings to managers and staff, paperwork for the assessor, liaising with the assessor.

For the right person this role provides a real chance to manage an organisational based project from start to finish. It requires good organisational skills, listening and questioning skills, good IT skills and an ability to work with a range of people within a smallish organisation, from the chief executive officer upwards! Their volunteers are of all ages and come from varied backgrounds.

The student would require an Enhanced CRB check but Action for Change will arrange this if the applicant does not have one already. They will provide a desk, PC, supervision and management for this project from their Eastbourne office. Additional specialist supervision will also be available from the University of Brighton. Students interested in applying for this internship should fill in the attached application form giving details of their degree qualification, their additional experience and their future employment interests. Interviews will be held during the first week of February.

**10. Cupp – The Community University Partnership Programme at the University of Brighton are seeking a photography or digital media student to work on a photo-capture project from their main offices on the Falmer Campus.**

Cupp run a range of community university activities that link students and academics with community groups in practical activities, experiential learning and research. Many of these take place outside of the university in the Brighton and East Sussex area.

They are seeking to appoint a student intern who can develop Cupp's photographic and video libraries by visiting and recording some of these activities over the course of the coming three months for use on their website and publications.

The role would entail making contact with students and academics working on community projects, seeking relevant permissions and adhering to community sensitivities in terms of recording these and arranging appointments to visit these. It would also include making video footage of some of Cupp's internal university events, such as international seminars and research forums. There would be a desk available for use in Cupp's offices though much of the work would be done on location. There would be day to day support from members of the Cupp team but the work programme itself will be largely self managed.

Cupp would cover travel and technical expenses and the intern would have use of the group's still and video cameras. All photographs taken and used would be credited to the photographer and by arrangement some may be available for use in their own portfolio.

**Application form**

**Name:**

**Address:**

**Email:**

**Phone:**

**Internship applied for:**

**Degree qualification:**

**Other qualifications:**

**Relevant experience:**

**Future aspirations/ interests:**