

THE ORCHARD PROJECT



Role Title:	London Orchard Planting Paid Internship
Where:	Partly based at our London office at The Archives in Tottenham Hale, N15 4BE, partly home-based and partly out in the field at orchard sites across London.
When:	<p>To start in November/December 2021 for a 6-month period.</p> <p>25 hours per week with flexibility over working days, and including some weekend days. Some time being spent in our office and some outside at events across London. We would anticipate on average 1 office day, 1.5 home working days and 1 outdoors day per week.</p> <p>Some evenings and weekends may be required.</p> <p>The role is for a 6-month period to enable the person to gain the skills and experience of the different aspects of working with orchards both indoors and outdoors.</p>
Background:	<p>The Orchard Project a UK wide charity that plant and restore community orchards and train volunteers to care for fruit trees. We started up 12 years ago and have planted well over 100 community orchards in London with many more across the UK. We believe that community orchards are great because they provide fresh fruit for the local community, bring people together with their neighbours, connect people of all ages with nature and help them to learn new skills.</p> <p>Having interns help us increase our capacity to help more people access urban fruit. We are a friendly team of 17 people, keen to help more people develop their skills and gain experience that will be useful to them finding longer term opportunities.</p> <p>This opportunity is being funded by the government's Kickstart programme which specifies that the person we recruit must be in receipt of universal credit and aged 16-25.</p>
The role:	<p>You will have the opportunity to learn about and help with orchard planting, fruit harvesting, community events, and the planning and office side of the work that we do. Your role will help support this and may involve:</p> <p>Orchard and other physical activities:</p>

- Attending events with one of our project managers and providing support throughout the day.
- Helping volunteers to plant trees, including digging, staking and mulching.
- Harvesting fruit.
- Helping to load tools into van and drive to events.
- Assisting with outdoor school workshops and community events.

Office activities:

- Helping with event planning.
- Helping keep our media presence up to date, including the website and social media, such as twitter and instagram feeds.
- Inputting data onto our database after events such as feedback forms.
- Supporting other members of the team with administrative tasks
- Email, letters, spreadsheets etc.
- Generally being part of the team and contributing ideas.

Other possible activities:

- Representing The Orchard Project at events and market stalls.
- Supporting training events (e.g. organising catering, taking photos and collecting paperwork)
- Attending team meetings

You would have one main support contact at The Orchard Project but work with a number of the team on different activities.

What we need from you:

We are looking for someone aged 18-25 that is currently on universal credit due to the funding conditions that we have for this post.

Essential skills and abilities

- Passionate about making a positive difference to London communities
- An interest in local food and a strong desire to learn more about urban fruit growing
- Passionate about the environment and solutions for creating positive change
- Good organisational and logistical skills
- Self-motivated with good initiative
- Strong communication and interpersonal skills and the ability to work as part of a team
- Good IT skills, including word processing, email and social media
- Full clean UK drivers' license for at least a year

What's In It For You:

We have an excellent track record in providing a fulfilling, fun and well-supported intern experience. We aim to help you move towards your aspirations and goals, and kick-start your career. This is a paid role (at the London Living Wage rate).

During your time with TOP, you will:

- Develop your confidence and learn new, transferable skills in a fun and supportive environment;
- Strengthen your CV and obtain an employers' reference where appropriate;
- Benefit from formal supervision and support from your line manager;
- Access relevant training opportunities and on-the-job learning;
- Become part of a friendly and welcoming team;
- Gain first-hand experience within the charity and environmental sector;
- Access to The Orchard Project's well-being programme of £25/month;
- A training budget of £150 and access to relevant training opportunities;
- Make a lasting impact on the urban environment and communities that we work with;
- Be part of an inspirational charity that is driving environmental and social change through practical community-based projects.

For more info

Orchard@theorchardproject.org.uk
www.theorchardproject.org.uk

This role is funded by the DWP Kickstart programme, a government funded initiative to offer work opportunities to young people.

To apply for this role, you need to be aged 18-24 and currently on Universal Credit, and then speak with your job coach at your local job centre who will support your application.

The closing date for applications is **31st October** with interviews on 15th November

To apply, please send the following to orchard@theorchardproject.org.uk:

1. Your full CV
2. Anonymised CV (see the guidance below)
3. Anonymised covering letter of 2 sides maximum
4. Completed Equality & Diversity form (download at <https://www.theorchardproject.org.uk/about-us/work-for-us/>).

In your covering letter:

1. Confirm that you are aged 18-24 and currently on universal credit
2. Explain:
 - a. How you meet each of the role description criteria
 - b. Why you want the role
 - c. How you found out about the position.

Please note that increasing diversity in the charity/environmental sector and within our organisation is very important to us, and we practice positive action during our recruitment process.

We are committed to attracting and employing the best candidate for the role. To ensure this, we operate anonymised recruitment prior to interview.

In order to maintain anonymity during the shortlisting process, you will be required to submit two versions of your CV - one full version of your CV and a second CV where any personal information is removed.

You should also check your covering letter to ensure it doesn't contain any personal details, e.g. please don't sign off with your name.

For the anonymised copy, you should remove:

- Your name
- Your address
- Your date of birth
- Dates that any qualifications were received
- Dates relating to any employment experience that was over 5 years ago
- Places where qualifications were received (i.e. your school or university)
- Your photograph
- Your email address
- Your telephone number
- Any information which may give an indication of your age, nationality and ethnicity, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

You can anonymise your CV and cover letter easily by adding XXX to information which you have removed.