



Role title	<b>Training Co-ordinator Intern</b>
Duration of Post	12 months from January 2022
Working hours	3 days/week (22.5 hours/week)
Responsible to	Training Manager
Location	London or Glasgow, to include home working
Salary	£9.90/hr (Glasgow), £11.05/hr (London)

<p>About The Orchard Project</p>	<p>The Orchard Project is a national charity, dedicated to bringing orchards into the heart of urban communities. We believe community orchards transform lives and help nature to thrive, so we support people to create new community orchards or restore existing ones back to health. We primarily work in urban areas, where people’s access to local green space is often limited.</p> <p>Our charity’s focus is on helping the environment as well as developing urban communities. Through urban orchards, we help strengthen and connect communities, improve local green spaces for people and wildlife to enjoy, train volunteers to learn new skills, create community-based events and activities, and develop a local free source of healthy fresh fruit.</p> <p>We run several training programmes – both accredited and non-accredited to give people the skills to manage community orchards.</p>
<p>The role</p>	<p>Your role will be to support the charity with training admin tasks, helping to ensure the smooth administration of training courses:</p> <ul style="list-style-type: none"> <li>• Leading on course administration and logistics: booking venues, enrolling learners, creating course booklets (from templates), tracking homework submissions.</li> <li>• Assisting with publicising training courses through social media and on other platforms.</li> <li>• Liaising with learners – e.g. helping learners access the training platform, tracking their ‘pay by volunteering’, chasing late homework submissions.</li> <li>• Liaising with course managers – e.g. set up course framework on Moodle, chasing late marking, submitting results to training regulator.</li> <li>• Data entry for monitoring and evaluation including Office 365 and database system Salesforce.</li> <li>• Potential to do ad hoc research projects and course content development.</li> </ul>

Basic details	<p>The role will be based at our London or Glasgow offices - 2 days working from home and 1 day working in the office. Our office address are:</p> <p>London: The Archives, Unit 10, High Cross Centre, 1 Fountayne Road, London, N15 4BE.</p> <p>Glasgow: The Whisky Bond, 2 Dawson Road, Glasgow, G4 9SS.</p> <p>The role requires a commitment of 3 days per week, for 12 months. There is some flexibility around specific working days and hours, to fit around your other commitments. We will also need to adapt to any Covid restrictions.</p>
What we need from you: job description criteria	<p>We are looking for someone with the following set of skills:</p> <ul style="list-style-type: none"> <li>• Extremely well-organised and reliable, with the ability to take responsibility for logistics.</li> <li>• Commitment to lifelong learning and the importance of high-quality training.</li> <li>• Passionate about making a positive difference to urban communities and keen to learn more about orchards.</li> <li>• Excellent IT skills. You should be competent at Word Processing, handling Outlook emails and calendars, and using spreadsheets. Ideally you will have experience of Moodle (or other content management system) and of composing social media messages.</li> <li>• Self-motivated with ability to work autonomously, but able to ask for help when needed.</li> <li>• Excellent communication and interpersonal skills and the ability to work as part of a team.</li> <li>• Resourceful, creative and enjoys problem solving.</li> </ul>
What's in it for you	<p>You will make an enormous contribution to our work and we hope that we can support you in your ambitions. Interning with us in this role offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Being part of an inspirational charity that is driving environmental and social change through practical community-based projects. Making a lasting impact on the urban environment and on our local communities.</li> <li>• 23 days paid holiday per year (if full time), with bank holidays on top.</li> <li>• A well-being budge of £25/month to spend on appointments or classes that support your physical or mental health.</li> <li>• A training budget of £300 per year and free access to our accredited training courses and other in-house training.</li> <li>• As an expanding organisation, there is potential for you to develop into an Assessor and/or IQA role.</li> <li>• Ongoing support from the training manager and a really friendly team.</li> </ul>
Support	<p>You will have an induction, and will be managed and work closely with your manager. There will be the opportunity to attend The Orchard Project events and activities to develop your understanding of what we do. We guarantee you will have an enjoyable and rewarding time with us!</p>



For more information	Contact: Jo Homan (Training Manager) <a href="mailto:jo@theorchardproject.org.uk">jo@theorchardproject.org.uk</a> See our website: <a href="http://www.TheOrchardProject.org.uk">www.TheOrchardProject.org.uk</a> <a href="https://www.theorchardproject.org.uk/what-we-do/">https://www.theorchardproject.org.uk/what-we-do/</a>
Application process	<p>Deadline: midnight on <b>Sunday 5<sup>th</sup> December 2021</b>, with interviews on Wednesday 8<sup>th</sup> December.</p> <p>To apply, please send the following to <a href="mailto:orchard@theorchardproject.org.uk">orchard@theorchardproject.org.uk</a>:</p> <ol style="list-style-type: none"><li>1. Your full CV</li><li>2. Anonymised CV (see the guidance below)</li><li>3. Anonymised covering letter of 1 side maximum</li><li>4. Completed Equality &amp; Diversity form (download at <a href="https://www.theorchardproject.org.uk/about-us/work-for-us/">https://www.theorchardproject.org.uk/about-us/work-for-us/</a> ).</li></ol> <p>In your covering letter:</p> <ol style="list-style-type: none"><li>1. Explain:<ol style="list-style-type: none"><li>a. How you meet each of the job description criteria</li><li>b. Why you want the role</li></ol></li></ol> <p>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.</p> <p>We are committed to attracting and employing the best candidate for the role. To ensure this, we operate anonymised recruitment prior to interview.</p> <p>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.</p> <p>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.</p> <p>For the anonymised copy, you should remove:</p> <ul style="list-style-type: none"><li>• Your name</li><li>• Your address</li><li>• Your date of birth</li><li>• Dates that any qualifications were received</li><li>• Dates relating to any employment experience that was over 5 years ago</li><li>• Places where qualifications were received (i.e. your school or university)</li><li>• Your photograph</li><li>• Your email address</li><li>• Your telephone number</li></ul>



	<ul style="list-style-type: none"><li>• 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.</li></ul> <p>You can anonymise your CV and cover letter easily by adding XXX to information which you have removed.</p>
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