

Job title: Reading emPOWERed (Renewable Energy) Intern – December / January start

Reports to: Information & Engagement Manager

Works with: Director, Chairman, staff and volunteers at all levels

Location: 44 Watlington Street, Reading, RG1 4RJ - *office based*

Hours: Part time, 26 days over 3 months (2 days per week, 7.5 hours per day)

Salary: £2,345

Contract: Fixed term, 3 months part time

Benefits: a beautiful working environment in an historic building in a central location (with steep stairs!); join a supportive and friendly team; opportunity to get hands-on experience with historical documents and learn something new; gain a wide range of work experience and a reference for future job applications.

About the role

This role is funded by the National Lottery Heritage Fund, with thanks to National Lottery players

Through this project, Reading emPOWERed, we are telling the stories of the historical development of windpower and waterpower up to the present day, relating these stories to the local area of Reading and encouraging learning and enjoyment of the subject.

You will help us by producing and organising a digital exhibition on climate change and the history of Britain's renewable energy initiatives, which will be featured on the website and in other educational resources. You will start by conducting some research into the subject, guided by project staff. You will then write up your research into accessible, engaging and accurate content for the general public as well as specific community groups. Finally, you will also help to gather, organise and fit together contributions from project volunteers.

Your work will support our provision for local communities, underlining stories of past and present individuals and organisations. The resulting experience will enable us to spread more widely the importance of milling heritage to current and future generations, developing approaches for future projects elsewhere in the UK. We are utilising the project to strengthen the appreciation of renewable energy sources in the fight against global warming and enhance our role as a vibrant, innovative and inclusive gateway to the enjoyment and understanding of all aspects of milling.

You will receive training in how to use specific software, though using the software won't be your sole responsibility. You'll also have the opportunity to shadow different staff to learn more about working in heritage.

Responsibilities:

The role will give you the responsibilities below. In addition we expect you to express your own views on topics you come across that excite, irritate or even annoy you. If it is important to you, it is important to us. Perhaps together we can break down a few more barriers.

Research and writing

- Research parts of the history of milling, windpower and waterpower – including local history – using the Trust's resources as well as those of other groups e.g. Royal Berkshire Archives.
- Write up research into informative and engaging text tailored towards particular audiences.
- Content will be included on our website as a digital exhibition (with the possibility that some materials may be printed).

Collaboration

- Work with the Information & Engagement Manager and volunteers.

Publicity

- Help update the public on the project and promote the work being done, by writing content for blogs, newsletters and social media, about your work.
- Community campaigning – help spread the word about the project e.g. through social media posts or the production and circulation of flyers.

Person specification

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Essential:

- Have gained good grades at minimum NVQ 3 courses e.g. A Levels, BTEC, Advanced Diploma Qualification, Foundation Degree, Bachelors Degree. This role requires a very good writing ability so you will need to be sure you can demonstrate this.
- Very good standard of written English and very good communication skills.
- Ability to work well with a team as well as showing initiative and self-motivation.
- Excellent recording and time-keeping skills for reporting to our funding body.
- An interest in history.
- Good organisational skills and ability to work methodically and ask for help when needed.
- Very good IT skills and comfort in using standard Office applications
- An awareness of the importance of education and engaging people in history in an accessible and inclusive way.

Desirable:

- Experience working/volunteering in the heritage sector.
- Experience in using blog and newsletter software e.g. WordPress and MailChimp.