

## Future Shift – Low Carbon Devon Internship and Leadership Programme – Job Description

**Internship Job Title:** Sustainable Business Intern

**Duration:** 3 months

**Organisation:** Borrow Don't Buy CIC – Library of Things Plymouth

**Accountable to / line manager:** Sol Moyano – Director

**Salary:** Student rate = £9.50/hour (£1523.17 monthly gross salary), Graduate rate = £10.50/hour (£1683.50 monthly gross salary)

**Days per week:** 5 days per week (35 hours)

**Applications open:** Wednesday 24<sup>th</sup> March 2021

**Closing date:** Wednesday 21<sup>st</sup> April 2021 – 09.00

**Interview date:** Tuesday 4<sup>th</sup> – Friday 7<sup>th</sup> May 2021

**Start and end date of internship:** Monday 7<sup>th</sup> June – Friday 3<sup>rd</sup> September 2021

### Low Carbon Devon overview:

The Low Carbon Devon Internship and Leadership Programme is a 3-month fully-funded internship opportunity placing current students or recent graduates of the University of Plymouth within Devon SMEs to work on a low carbon project.

The internship programme will provide invaluable support for Devon-based enterprises combined with practical work experience and leadership development for current students and recent graduates. This will allow local organisations to deliver a low carbon project, develop or implement a new low carbon idea, product or service, and/or reduce their carbon emissions.

The innovative leadership component will comprise of change-leadership and personal development workshops for the interns to enable them to become future-fit as change-makers, leaders and role models of a low carbon society. These workshops will focus on developing the skills and tools combined with the inspiration, confidence and ability to facilitate compassionate and proactive change to tackle the climate emergency.

The Low Carbon Devon project is focused on supporting enterprises around the low carbon agenda and is supported by an investment from the European Regional Development Fund (ERDF). The project is administered by the University of Plymouth's Sustainable Earth Institute.

## Company background:

Borrow Don't Buy is a Library of Things based in Plymouth which started in 2019. A Library of Things is a place where you can borrow items that you need to use, but might not need to own. Borrow Don't Buy have a diverse inventory with items from camping equipment to power tools, DIY, craft and electronic equipment.

We would like to help our members save money, reduce clutter and reduce carbon emissions while strengthening our community. Most importantly, by sharing more items within our community we increase our resilience and wellbeing. Our mission is for everyone to have access to the stuff they need without it costing the earth. We have lots of resources, knowledge, and skills in Plymouth, we just need to share them more. A Library of Things is a place to bring people together and encourage everyone to learn, share and take action towards reducing waste and enhancing community cohesion.

Borrow Don't Buy is a physical space and sharing hub in the centre of Plymouth and we operate on a Pay As You Go model whereby people pay for each item they borrow for a set time-period. Borrow Don't Buy is a CIC (community interest company) and social enterprise which is part of the Plymouth Social Enterprise Network (PSEN).

<https://borrowdontbuy.co.uk/>

## Overview of the project, role, responsibilities and key tasks:

The Sustainable Business Development Low Carbon Devon intern will focus on developing Borrow Don't Buy's sustainable business model and associated activities. This is to ensure the financial stability of Borrow Don't Buy's operations moving forward whilst exploring alternative and innovative income generation streams in line with the company's environmental and social ethos.

The project will focus on scoping out the feasibility of a number of ideas and projects, for example:

- Business planning - Look into our business model and develop plans to increase our income revenues to become more financially sustainable.
- Membership model – exploring different membership models (e.g. member-based, Pay As You Go, etc)
- Drop-off and pick-up locations / delivery service / shop – exploring the potential of a Borrow Don't Buy delivery service combined with specific drop-off and pick-up locations and/or a shop in the city centre
- Repair Café – reinstating the Repair Café and how this will be implemented post-COVID-19. Exploring what other educational events we could organise/support (upcycling, clothes swap, etc)

In addition to these, a central part of the role will be identifying potential future funding streams, e.g. local corporate sponsorship avenues – identifying opportunities and starting to build relationships, as well as grant funding and additional self-sustaining financial models.

The intern will complement the work of and work in collaboration with the Team Coordinator and Library Assistant as well as the company's voluntary Directors. This a unique opportunity to help develop the future direction of one of Plymouth's exciting social enterprises as well as there being opportunities to get involved in the day-to-day running of Borrow Don't Buy and see first-hand the positive environmental and social impact of the Library of Things initiative.

Location: Virtual / HQ – Blended approach. Some hours will be remote working and others will be at our HQ in THINQTANQ (co-working space in the centre of Plymouth).

### How to apply:

We welcome applications from anyone who is interested in learning and developing as part of our small team and shares our values and ethos of social and environmental good.

Please prepare a:

-CV

-Cover letter (500 words maximum)

-An additional 500 words (maximum) on "what professional / personal achievement are you most proud of and what factors contributed to that success?"

Please submit these to Chris Woodfield at [sustainabilityhub@plymouth.ac.uk](mailto:sustainabilityhub@plymouth.ac.uk); by the application deadline of 09.00 on Wednesday 21<sup>st</sup> April 2021.

If you have any questions related to the application please contact [sustainabilityhub@plymouth.ac.uk](mailto:sustainabilityhub@plymouth.ac.uk);

Person Specification:

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Education / Training</b>	Currently studying towards or completed a first / postgraduate degree in any subject	Business, Sustainability
<b>Knowledge / Interests</b>	Knowledge of business models, social enterprises, sustainable business models	Any background is welcome to apply, however an interest in / willingness to learn about sustainability, circular economy, climate change, sustainable business management is preferred
<b>Experience</b>	<p>Experience of working within a team</p> <p>Experience of working to deadlines</p> <p>Experience of using MS Windows applications, e.g. Word, Excel and PowerPoint</p>	<p>Experience of working on community projects</p> <p>Experience of working within business administration, management, or sustainability</p>
<b>Skills / Abilities</b>	<p>Excellent communication and interpersonal skills including the ability to establish working relationships quickly with a variety of people from different backgrounds</p> <p>Excellent planning and organisational skills</p> <p>Ability to work independently and use own initiative</p> <p>Ability to write reports</p> <p>The ability to work under pressure, prioritising work and meeting deadlines</p> <p>Flexibility in approaches to working</p> <p>An ability to identify and solve problems</p> <p>An ability to work as a fully contributing member of a team</p> <p>Curious, a willingness to try and not being afraid of making mistakes</p>	Understanding of GDPR requirements