

Community Open Week Intern Role Description

Volunteering Role:	Community Open Week Intern
Location:	Royal Botanic Gardens, Kew.
Directorate:	Gardens
Department:	Learning and Participation
Supervisor:	Eleanor Cocks (Community and Access Learning Manager)

Kew is a global resource for plant and fungal knowledge as well as a UNESCO World Heritage Site, and leading visitor attraction. Kew delivers a comprehensive learning programme, which includes a vibrant community and access offer. This is a key part of our [Manifesto for Change](#), to achieve priorities to 'extend our reach' and 'inspire people to protect the natural world'.

In May 2025, Kew will host our sixth Community Open Week. This is a free event open to groups and individuals who may face barriers to visiting Kew independently, so that they can connect with the wonder of our science, gardens, and collections. It will involve participatory activities including workshops, talks and tours, and is an important opportunity to raise public awareness of Kew's community and access programmes, which is part of our charitable purpose.

Internship overview

The provisional dates for this internship are 10 March to 6 June 2025. During this time the intern will support the Community and Access Learning Manager in planning and delivering Community Open Week, ensuring that the event is accessible and inclusive and attended by a diverse community audience. The role will involve liaising closely with staff in Kew's Learning and Participation team, as well as collaborating with wider teams across Kew (including Digital, Creative, Visitor Operations, Commercial Events and Interpretation). Specific deliverables will include:

- Supporting the development of Community Open Week activities/content, ensuring a mix of high quality, accessible opportunities for diverse audiences (to include creative workshops, sensory opportunities, games and self-guided activities).
- Help develop promotional materials including flyers, posters, programme and web pages, in conjunction with the Creative and Digital teams.
- Participation in the project delivery team (with Learning and Participation staff) including attendance at regular project team meetings.
- Supporting event operations e.g. site planning, wayfinding, staffing, health & safety and procurement.
- Contributing towards the development, delivery and analysis of an evaluation and monitoring strategy to capture key learnings and report against the project's objectives, learning outcomes and key performance indicators (KPIs).

Training and professional development provided

- Gaining experience in planning, delivering and evaluating public engagement activities and community outreach events. This will include marketing/communications and events operations.
- Training and hands-on experience of Equality, Diversity and Inclusion (EDI) projects.

- Training in safeguarding and data protection.

About you

You will be:

- Over 18 years old.
- A PhD student seeking experience in public engagement, access, and community outreach.

You will have:

- Excellent organisational skills, including the ability to work to agreed deadlines.
- Very good team working skills, with a proactive, enthusiastic, and friendly approach.
- Excellent oral and written communication skills, and attention to detail.
- Good administrative and IT skills including the use of Microsoft Office.
- An enthusiasm for nature, conservation, and plant science.
- Understanding and empathy for the issues surrounding social inclusion and social justice.

What you can expect from us

- A full induction and appropriate training with ongoing support
- Well-rounded work experience within specific fields to develop knowledge, understanding and skills
- To be allocated clear roles and responsibilities
- To be treated fairly and with respect
- A friendly and dedicated team
- Access to Kew's collections of living and preserved plants and fungi, as well as its economic botany and Library, Art & Archive collections
- An opportunity to participate in Kew's Learning and Participation programmes

What we expect from you

- To carry out your activities in a way that corresponds with Kew's aims and values
- To attend training and meetings, as required
- To learn about the work of Kew
- To participate in the life of the organisation
- Commitment to the hours and days agreed with your supervisor
- To be reliable and punctual
- To follow Kew policies and procedures

Application and recruitment procedure

Please send your CV (max 2 pages) and a cover letter (max 1 page) detailing your reasons for applying for this internship and including details of an academic referee (e.g. your university tutor or supervisor). Applications should be sent to e.cocks@kew.org by 31 January 2025.

Contact

For further information, please contact:

Eleanor Cocks, Community and Access Learning Manager

Email: e.cocks@kew.org