

EBBSFLEET DEVELOPMENT CORPORATION

Job Description

Job Title	Placemaking and Social Value Summer 2025 Intern
Salary:	National Living Wage
Contract length:	12 weeks/3 months to suit term dates

Closing Date: Tuesday 22nd April 2025

Interviews: Tuesday 29th April 2025 in Ebbsfleet

Potential Start Date: late May/early June to suit term dates

Role Purpose:

Ebbsfleet Development Corporation (EDC) is leading the delivery of the first Garden City in over 100 years in North Kent. Placemaking is a key function within the Corporation to ensure the regeneration project is a great place to live, work and visit, for both new residents and existing neighbouring communities.

Reporting Arrangements:

The Placemaking Intern will report to the Inclusive Growth Manager but will provide support across both the Placemaking Team and wider EDC team.

Contract Type and Working Pattern:

Full-time, temporary appointment for 3 months during summer 2025 (exact dates flexible to suit term dates).

Main Accountabilities and Responsibilities:

EDC's Placemaking team has responsibility for driving community engagement and development across: Social value, inclusive growth, arts and culture, community engagement, resident connectiveness, heritage, health and well-being.

The Intern's main duties will be to assist the Placemaking team in meeting these strategic aims including driving our social value ambition to '*maximise the positive impact of Ebbsfleet Garden City for local people*', measuring and reporting on place-based activity and social value across the local area.

They will also be required to assist the EDC Placemaking team in delivering our ambition to 'help create a place where people can live healthy, happy and prosperous lives through connecting, empowering and building capacity with communities', including through our summer events programme.

Who this internship would suit:

In line with our Inclusive Growth Strategy, this role is offered to Undergraduate students whose home address is in Dartford or Gravesham Boroughs as a priority, although other students who would usually live in Kent or who study at Kent

Universities (including the University of Greenwich, University of Creative Arts), may also apply.

Relevant study programmes may include Anthropology, Human Geography, Economics/business/marketing, Architecture, Sociology, Corporate Responsibility, Politics, Planning or similar subjects.

Candidates should have a passion for working with people, through community development, economic growth and assisting community groups and local residents to thrive. Candidates should also have a desire to make an impact in the local area by driving social value and corporate responsibility.

The post holder will be required to:

1. Assist with initiatives and campaigns that contribute to EDC's Social Value Ambitions and Placemaking Strategies and Action Plans, including both within the placemaking function, wider EDC work, with our suppliers and developers; and through community organisations, the voluntary sector, schools and other third sector organisations.
2. Assist EDC teams with creating, organising, facilitating, promoting and attending, initiatives, events and campaigns driving community cohesion, healthy living, education and skills, cultural development and environmental, net-zero and sustainability activities, to ensure our action plans are implemented.
3. Collect and input Social Value data from across the business, suppliers and developers into the Social Value Portal to measure and report the place-based impact of Ebbsfleet's development.
4. Identify and build internal relationships with EDC teams in order to foster buy-in to existing and future Social Value initiatives.
5. Actively promote the use of EDC's social value matching platform (Match My Project) to community groups and suppliers to encourage take up and maximise social value delivered.
6. Contribute news-worthy information on EDC's activities to the Head of Marketing and Communication.

How to apply:

Applicants should apply by sending the below to ebbsfleetrecruitment@ebbsfleetdc.org.uk by 11am on 22nd April. EDC reserve the right to close applications earlier, should there be an extensive number of applicants.

1. A current CV.
2. A cover letter (max 2x A4 pages);
 - a) Confirming you live in Dartford or Gravesham Borough or
 - b) Which University in Kent you are enrolled with

- c) Confirming your relevant undergraduate study programme, level and year of study
- d) Your commitment to a 12-week placement during late May to late September 2025 (exact dates tbc)
- e) Your cover letter should state why you wish to take this internship opportunity, what you hope to gain from it and what you can bring to EDC
- f) You should also include a paragraph demonstrating how you meet each of the essential criteria below.

Essential Criteria:

- A desire and passion to help local residents thrive
- Confidence to work collaboratively within communities face-to-face, for example during events and networking
- Confidence to create own workstreams, initiatives and campaigns, as well as contribute to the team with own ideas/innovations.
- Strong IT skills, excellent communication skills, great time management and the ability to prioritise work to meet deadlines.

Desirable Criteria:

- Experience of undertaking administrative duties e.g. diary management and/or reporting.
- Some work experience involving contact with the public.
- Experience in maintaining accurate and up to date records.
- Ability to manage requests from multiple team members.
- Strong attention to detail.
- Team player with the ability to work flexibly as part of a small team with demanding targets, and to work under pressure.
- To be amiable, professional, cooperative and approachable at all times

Please include brief examples of any of the desirable criteria within your cover letter if you are able to.

Other Information:

This post will be based at the Ebbsfleet Development Corporation's offices in the Observatory, Castle Hill. It will involve some local travel and working in establishments/locations in Ebbsfleet and the surrounding communities.

We currently operate a hybrid working arrangement whereby staff mix working from home and the office. This role will be primarily office based in order to maximise the Internship opportunity.