

EBBSFLEET DEVELOPMENT CORPORATION

Job Description

Job Title	Placemaking Intern 2026
Salary:	National Living Wage
Contract length:	10-12 weeks April/May- July 2026 exact dates tbc

Closing Date: 12 midday, Friday 27th February 2026

Interviews: w/c 23rd March 2026 (shortlisting online)

Potential Start Date: May to suit term dates

Role Purpose:

Ebbsfleet Development Corporation (EDC) is leading the delivery of the first Garden City in 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:

Fixed-term appointment for up to 12 weeks during late spring/early summer 2026 (exact dates flexible).

Main Accountabilities and Responsibilities:

EDC's Placemaking team deliver a range of projects including community development, inclusive growth and arts and culture. The work also includes elements such as sports and leisure and heritage.

The Intern's main duties will be to assist the Placemaking team in delivering these projects including driving our social value ambition to '*maximise the positive impact of Ebbsfleet Garden City for local people*' measuring and reporting on social value impact 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 students whose home address is in Dartford or Gravesham Borough and other students who study at a

Kent-based University (including the University of Greenwich and University of Creative Arts).

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 community cohesion, 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 and with EDC's suppliers and developers; and through community organisations, the voluntary sector, schools and other third sector organisations.
2. Assist EDC teams with facilitating, promoting and attending initiatives, events and campaigns – this could include tasks such as producing risk assessments and setting up and packing down at events.
3. Support the Placemaking Team to deliver initiatives or projects that support community cohesion, healthy living, education and skills, cultural development or environmental, net-zero and sustainability ambitions.
4. Collect and input social value data from across the business, suppliers and developers into the Social Value Portal to measure and report the impact of Ebbsfleet's development.
5. Identify and build internal relationships with EDC teams in order to foster buy-in to existing and future community development and social value initiatives.
6. Actively support engagement with community organisations, VCSEs, schools and other third sector organisations in order to capture positive social impact.
7. 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 and impact delivered.
8. The role will require occasional evening or weekend working; time off will be given in lieu.

How to apply:

Applicants should apply by sending the below to hello@ebbsfleetdc.org.uk by 12 midday, Friday 27th February 2026. 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) If living in Kent to attend University, 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 10 to 12-week placement from April/May to July 2026 (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 within communities face-to-face, for example during events and networking
- Ability to work on your own initiative and where appropriate 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.
- A willingness to work flexibly to support the needs of the Placemaking team and other EDC teams

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.

The post holder must either:

- Have access to a car/be able to drive and be willing to add business use to insurance cover for the period
- Be confident and able to use public transport
- Be confident and able to use the EDC's electric bikes to attend local meetings and events.

There is a requirement for the post holder to be office based (i.e. no remote working) in order to maximise the Internship opportunity.