

Future Leaders Programme – Internship Description

Partnership organisation: Well Connected UK

Internship Job Title: City of Smiles project developer

Duration: Part time over 3 months (12th January – 30th March 2022)

Organisation point of contact: Andrew Dean and Wendy Smith MBE

Salary: £10.78 per hour

Hours: Maximum of 50 hours of 3 months

Applications open: Monday 22nd November 2021

Applications close: Friday 3rd December 2021 (midnight)

Interview date: Week commencing 13th December 2021

Start and end date of internships: Wednesday 12th January – Wednesday 30th March 2022

Future Leaders Programme Overview:

The Future Leaders internship programme is a 3 month fully funded internship opportunity giving current students at the University of Plymouth to develop their sustainable leadership skills. The programme has an innovative leadership component that will comprise of change leadership and personal development workshops that will be framed using the Plymouth Compass. These workshops aim to support students to become future-fit change makers that are confident leaders and role models and that have the skills and confidence to tackle sustainability issues compassionately and proactively.

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

City of smiles

Following our community listening project during the pandemic and from our experience in delivering community focused projects we have created a new initiative, *City of Smiles*; a programme based on kindness and caring. We are excited for Plymouth to be the first *City of Smiles* in the UK, encouraging and enabling people to make small adjustments in their daily routines to have a big impact on individuals, neighbourhoods and communities. Our call to action invites all sectors across the city, from individuals, charities, local authority, health and education providers and businesses to come together to promote kindness, whether at home, in school, in the community or in the workplace.

We aim to launch *City of Smiles* in 2022 delivering a number of initiatives, including:

- Providing communities with relevant health and wellbeing guidance and connecting them to trusted Plymouth based organisations

- Creating *Listening Spaces* across the city to allow peoples voices to be heard
- Creating health themed walks, encouraging people to explore the green spaces across the city
- Encouraging volunteering opportunities with our community partners
- Hosting an event bringing organisations and communities together to showcase, celebrate and inspire people across the city

The Role

We are looking for an individual to work alongside a small team to help deliver this exciting initiative. We also want an individual who can bring their own ideas and inspiration to the project, as well as playing an ambassadorial role within the University to help promote *City of Smiles*.

Key Responsibilities include:

- Undertake research and consultation
- Fulfil tasks set out by the *Well Connected* team to support *City of Smiles*
- Attend meetings and events and take notes when required
- Support and advise on social media platforms and write copy
- Promote *City of Smiles* with UoP students and provide recommendations to engage young people

Requirements:

- Eager to learn and work within a small team
- Excellent communication skills
- Ability to multi-task and cope well under pressure
- Understanding of social media and willingness to explore other communication channels

Organisation background:

Well Connected UK is a registered charity delivering award-winning community health and wellbeing programmes. Our initiatives, include working with NHS England providing training to supervise regular toothbrushing for children who experience inequality and disadvantage across Devon; working with University of Plymouth mentoring and enabling medical students to understand how health inequalities impact on people and communities; as well as a range of projects providing resources and guidance to vulnerable communities, from those effected by addiction, mental health challenges, homelessness and street workers.

We are passionate about partnerships and co-creation, working with people and organisations to ensure we are trusted, authentic and connected within our communities creating meaningful and effective solutions for those who may feel ignored and forgotten.

How to apply:

Please prepare a CV and cover letter outlining within the cover letter (no more than 2 pages) why you are interested in the opportunity and demonstrating how you meet the requirements of the post (outlined in the person specification below). Please also submit a piece of work you are proud of, for example this could be a written piece of work, a presentation/talk, something you have made, photograph you have taken, piece of artwork etc.

Please submit these to Rachel Manning at rachel.manning@plymouth.ac.uk by the application deadline of midnight on Friday 3rd December 2021.

Person specification:

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> - Excellent communication skills - Good organisational skills with an attention to detail - Literacy and Numeracy - Understanding of IT and software packages 	<ul style="list-style-type: none"> - Use of social media platforms - Willingness to explore a variety of communication models e.g. podcasts
Experience	<ul style="list-style-type: none"> - Working as part of a team - Being confident when speaking with others - Report writing 	<ul style="list-style-type: none"> - Public speaking - Experience of volunteering
Skills/attributes	<ul style="list-style-type: none"> - A positive outlook and a good sense of humour - A willingness to learn - The ability to listen to better understand other 	<ul style="list-style-type: none"> - Facilitating focus groups

Internship links to UN Sustainable Development Goals:

