

# PhD placement/PIPS: Community Open Week 2024

## Placement supervisor:

Eleanor Cocks, [E.Cocks@kew.org](mailto:E.Cocks@kew.org)

## Placement department:

Community and Access Learning

## Placement overview and objectives:

In May 2024, Kew will host our fifth 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.

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).

## Tasks to be undertaken/possible projects:

- Supporting the development of Community Open Week activities/content, ensuring a mix of high quality, accessible opportunities for diverse audiences.
- 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).

## Required skills and experience:

- 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.

#### Skills and areas of knowledge that can be developed:

- 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.

#### Location of work:

Kew, Richmond

#### Length of placement:

3 months. 18<sup>th</sup> March to 21<sup>st</sup> June 2024

#### Provisional start date:

18<sup>th</sup> March 2024

#### Deadline for applications:

31<sup>st</sup> October 2023