



## **Westwoods Woodfuel Southwest Ltd Internship**

### **Job description**

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Date: 8<sup>th</sup> July 2011

Proposal ref: WW Internship - August 2011



## Introduction

This document describes a three-month Internship being offered by Westwoods Ltd.

Background - about Westwoods Woodfuel Southwest Ltd (Westwoods)

Westwoods is a woodfuel supplier group and broker for woodfuel, founded in 2009 and based in Bristol. We work with a range of clients to develop woodfuel solutions, assist with tendering of woodfuel contracts and monitor the fuel quality of the delivery.

Our clients include local and national government, businesses, community groups and charitable and not-for-profit organizations.

Westwoods has two directors, Mark Letcher and Andrew Harvey, who bring a broad range of skills and experience, and work with the company to deliver specific projects.

## Objectives - the purpose of this internship

As well as undertaking paid project work on behalf of clients we have a number of work areas we wish to develop. These relate to our own practices, systems and processes, development activities, and to building our profile within the woodfuel sector.

Working with an intern will help us to enhance these areas. We also recognize that there are a large number of skilled graduates seeking jobs in the environmental sector unable to find positions in the current economic climate, and that relevant work experience can make a useful contribution to success in the job market.

For this reason it is hoped that this internship will provide interns with:

- Relevant work experience - helping to raise their profile within the job market;
- Exposure to local, regional and national biomass networks and other organizations working in this field;
- An opportunity to explore and experience areas of the sustainable energy sector first hand;
- A reference for potential employers.

## Work areas covered by the internship

The internship will cover three key work areas:

### *Woodsure Accreditation Scheme*

We have recently developed Woodsure – a woodfuel accreditation scheme – and we are about to launch this scheme nationally.

The Woodsure scheme aims to give the customer confidence in their woodfuel supply. It assures that the woodfuel producer knows how to produce fuel to a standard that will work with clients' boilers, and that the supplier understands the clients' requirements and is able to provide the right quality of fuel. We accredit pellets, woodchip and hog fuel; both producers and suppliers must become accredited to provide an assured supply.

The role of the intern will be to:

- Assist with the website content.
- Research and provide feedback on the scheme.
- Assist with the marketing and promotion.



- Attainment of UKAS accreditation as an assurance scheme provider.

#### ***Westwoods promotional events***

Westwoods is attending a number of shows this summer, including trade shows and other events. Such events are important. We require assistance with displays and manning the stand.

Topics include:

- Westwoods education pack.
- Sustainability of woodfuel in the south west & nationally.
- Renewable heat incentive.
- Woodfuel quality and standards.
- How a biomass boiler works.
- What is woodfuel and where does it come from.

The displays need to be interesting (so the titles above are working titles only), visually interesting, accessible, informative and accurate, and aimed at the general public.

The allocation of time between these three tasks will be agreed with the line manager.

#### ***Westwoods newsletter***

This is a quarterly newsletter that provides our members and contacts with relevant information in the biomass field. Topics include what is happening with the Renewable Heat Incentive, Accreditation schemes, grant schemes and other relevant projects in the South West.

The role of the intern will be to produce and distribute the newsletter subject to approval by the line manager.

Other roles as required.

#### **Essential and desirable skills**

We are looking for a self-motivated and enthusiastic graduate interested in developing their skills and experience, and contributing to the work of Westwoods Woodfuel Southwest Ltd.

#### ***Essential skills***

- Excellent written and verbal communication skills;
- Excellent organizational skills;
- Excellent analytical and problem solving skills;
- Good numeracy skills and confidence and ability using Excel spreadsheets;
- An interest in biomass, in particular woodfuel
- An understanding of the causes of and solutions to climate change, carbon reduction and energy security;
- The ability to work unsupervised but also as part of team comprising associates and consultants.



### **Desirable skills**

- Experience of organizing events;
- Good presentation skills and experience of giving presentations;
- Experience of Microsoft Office – Word, Excel, Publisher and Powerpoint;
- A clean driving licence and access to a vehicle.

### **Terms**

The internship is a paid placement. We are seeking a commitment of three months from an intern. In terms of the organization of an intern's time and attendance at work, the placement will be subject to the points below.

### **Duration**

This is a three-month (12 week) internship. There will be a review at three months and a possible extension to 6 months. The start date is expected to be in May 2011 by mutual agreement.

### **Remuneration**

The internship is a paid role at £150 per week. We will reimburse expenses incurred as part of the internship including travel expenses, and accommodation/subsistence (if applicable). The place of work is Hanham in Bristol but working from home will be considered with a minimum of office time at one day per week.

Interns will not be expected to use their own mobile phone to make outgoing calls for work. A mobile phone will be provided if required for this purpose.

### **Location**

The placement will be based at our office in Hanham, Bristol. Some travel to meetings in Bristol and events further afield will be required.

### **Hours**

Hours are subject to agreement in advance with the line manager. Our working week is 37.5 hours, and office hours are from 9.00am to 5.00pm.

We anticipate that some candidates will be seeking a part-time internship to enable them to do other part-time work, and will be pleased to discuss options around this. Interns will be asked to agree their work timetable in advance so that project work can be planned accordingly.

### **Unpaid leave**

Unpaid leave (non-work days) will accrue at the rate of 2 days per month (plus bank holidays), and pro-rata for part-time internships.

Interns are asked to agree dates for when they will not be in the office with the line manager in advance.

### **Line management/supervision, probation and notice**

Line management and day-to-day supervision will be provided by the line manager.

There will be a three-week probation period after which the line manager and intern will review the placement and agree whether it should continue for the full three months.



As a voluntary placement there is no formal notice period as such. However, interns are asked to give one week's notice should they wish to end the placement before the scheduled finish date.

### **Application process**

To be considered for this placement, please provide a CV (as PDF or Word document) with a covering letter (maximum two sides of A4) via email to [helen.bentley-fox@westwoods.org.uk](mailto:helen.bentley-fox@westwoods.org.uk). Alternatively, you may post your application to Helen Bentley-Fox, Westwoods, 19 Common Road, Hanham, Bristol BS15 3LL. Applications should be received by 9am 21<sup>st</sup> of July 2011.

Your covering letter should explain why you think you should be considered for the internship, and how your own skills and experience match the essential and desirable criteria listed above.