



Internship Programme 2024

Placement information:

Directorate: Operations

Team: Green Spaces and Heritage (Parks, Landscape, Arboriculture and Cemetery Services)

Duration: 12 weeks

Description of directorate:

Operations as a Directorate covers three main services:

- Waste and Street Scene, which includes waste collection, street cleansing, fleet management and trade waste services.
- Leisure and Facilities Management which includes Management of on-street parking and off-street car parks, facilities management, CCTV, event venues such as the Apex and Athenaeum.
- Green Spaces and Heritage which includes the management of park and open spaces, cemeteries services, Arboricultural services, landscape/grounds maintenance services and management of two museums.

What does the team do?

Our team of dedicated officers cover the whole of West Suffolk and run, maintain and manage a diverse number of business areas, such as our parks and open spaces, including our award-winning Abbey Gardens, Nowton Park and Brandon County Park to name a few. Heritage Services, (West Stow Anglo Saxon Village and Moyse's Hall) both accredited museums. We also manage three cemeteries and a burial service, event management, and Arboricultural and grounds maintenance services.

What is the team currently working on and potential areas of work for the intern?

Project work:

They will be tasked with the project of creating a tree canopy cover report for the district. The report will detail the current percentage of tree canopy cover in each ward of the district and will be created utilising a free software system being promoted by the Forestry Commission. The data will form appendices to the districts tree management policy.

Day to day duties will include:

- Data cleansing of the Reteac system (Our system for monitoring HAVS).

- Work on our grounds maintenance data base and work scheduling.
- Data entry on our cemetery management system (Epitaph).
- Responding to public enquires.
- Auditing of our riparian responsibilities along our waterways in the district.

What is the role of the Intern within the team?

- Involvement in the managing a large portfolio of public open spaces.
- To undertake general office administration.
- Respond to requests for service, monitoring works and events.
- Attending meetings on a range of topics relating to Parks and grounds maintenance services.
- Data collection and input.
- Research, analyse and report writing.
- Project work

What areas of study, skills or interests are relevant to this role? Are there any specific requirements?

As the service area covers a broad spectrum of subjects, we are particularly interested in appointing someone with skills or interests in any of the following genera's:

- Horticultural and landscape design.
- Land management, conservation and ecology.
- Digital mapping and data capture.
- Event management
- Marketing and promotion.
- Complaint management and conflict resolution.
- Working with specific interest groups and volunteers.

We can mould this placement around the skills and interests of the successful candidate. A positive outlook on life and good communication skills are essential. Degrees in Horticulture/Ecology/Conservation/Land Management would be ideal but any other relevant degree will be considered.