

Graduate Internship - Social Business Brokers CIC

Start Date: **ASAP**

Length of contract: **12 months**

Currently home based, with some travel around Leeds once restrictions are lifted.

Longer term - flexible working, including home-working and office-based working at our office in Leeds, plus travel around Leeds.

The role

We are an ambitious Leeds-based social enterprise with a strong track record of working with people to create positive change in our city.

We are on the look-out for a recent graduate who shares our passion for changing our city and the world. Someone who is ready to get stuck in to practical projects that make our city a better place.

The primary focus of your role will be to help us to build a movement to help Leeds to become a zero waste city by 2030 - working as part of our [Zero Waste Leeds](#) team.

You will work with us to build our highly engaged, local online community - which currently numbers over 15,000 people across [Facebook](#), [Instagram](#), [Twitter](#) and [YouTube](#).

You will also join our small team in delivering a number of innovative waste reduction campaigns, on themes including glass recycling and [school uniform reuse](#).

You will also spend time working on our other main project - [Empty Homes Doctor](#). You will support our Empty Homes Doctors to grow our online presence - so that we can continue to find owners of empty homes - and help them bring their home back into use.

Who we are

[Social Business Brokers CIC](#) is a Leeds-based social enterprise which focuses on developing collaborative solutions to complex social problems. Since we were set up 10 years ago, we have worked on a number of social issues in Leeds, including social care, affordable housing and empty homes.

In 2013 we set up Empty Homes Doctor, a service which provides intensive, tailored support to owners of empty homes in Leeds, to help them to bring their home back into use.

In 2018 we set up Zero Waste Leeds - and since then we have delivered a number of campaigns on a range of waste reduction themes.

Through our social media channels, we engage people in how to waste less in their daily lives, with a focus on sharing practical, positive stories, tips and ideas. We also showcase businesses, organisations and social enterprises with a waste reduction focus in Leeds.

We also develop campaigns on specific themes - and have recently established Leeds School Uniform Exchange - supporting people across Leeds to share surplus school uniform.

We were local partners on Leeds By Example, an award-winning on-the-go recycling campaign, led by environmental charity Hubbub.

We are developing campaigns based around other key waste themes - and we are soon to start a campaign focusing on increasing glass recycling rates in Leeds.

A summary of your main responsibilities

You will join our small team and help us to deliver our two main projects - Zero Waste Leeds and Empty Homes Doctor.

We have a culture based around getting things done, and as such the tasks you carry out will be varied, and will change depending on the specific projects we are delivering at that time. But your main responsibilities are likely to include:

- Supporting the delivery of our Zero Waste Leeds contracts including Leeds By Example, Leeds School Uniform Exchange, [Leeds Fashion Futures](#), and a glass recycling campaign.
- Managing the social media for Zero Waste Leeds and Empty Homes Doctor. Responding to engagement from followers, and working with us to develop engaging content, will be key parts of your role.
- Supporting our Empty Homes Doctors to deliver a high quality service to our clients, including undertaking research, supporting them with key admin tasks, and online marketing.
- As part of a small team, involvement in all tasks to ensure the successful delivery of our projects. We have a can-do culture - and we all acknowledge that a small team delivering innovative projects requires flexibility and a willingness to get stuck in and do a range of tasks. You'll be an important part of our team - and we think this exposure to everything that we do - and the opportunities that will arise to take responsibility - is in large part why this role can be so rewarding.

Essential

- A recent University graduate
- Excellent written and verbal communication skills – including the ability to write both formally (for research reports etc) and more informally (for social media etc).
- Excellent research skills. For analysis of complex topics around social issues such as waste reduction, the climate emergency and empty homes.
- Highly self-motivated, with excellent organisational skills. Whilst you will work closely with our small, supportive team, you will be required to be well-organised, manage a

wide range of tasks, and be proactive in identifying and completing required tasks. This is all the more important given the likelihood of continued remote working in the medium term.

- A good understanding of, and willingness to learn more about, issues around the waste reduction and broader environmental/climate issues.
- Excellent IT skills – including Google Docs & Google Sheets. An understanding of online tools which have proven useful over the last 12 months - such as Zoom - will be useful too.
- Enthusiasm and flair for engaging a wide range of people who live in our culturally diverse city in our campaigns, both online and offline as and when we are able to run in-person events again.
- Flexibility – whilst core hours will be based around a standard working week, our work, particularly in relation to community engagement, can involve evening and weekend work.
- Experience of online marketing – in particular in relation to effective use of social media, creation of engaging online content etc.
- Once we emerge from lockdown, flexibility to travel around Leeds as required to help us to deliver projects in the local community (by bike, public transport or car).

Desirable

- Relevant voluntary, paid or study experience – in relation to environmental issues, waste reduction & recycling, or climate change.
- Experience of using Canva or a similar tool to create engaging social media content.
- Experience of a social media scheduling tool, such as Hootsuite.

Salary: £18,500 per annum, with 30 days holiday including Bank Holidays

Reporting to: Rob Greenland, Co-director, Social Business Brokers CIC

How to apply

Please email a CV and a covering letter, (ideally as PDFs), to info@zerowasteleeds.org.uk

Please take time to explain in the letter why you would like to work with us whilst also outlining your suitability for this role.

Closing Date: 9am, 24th March 2021.

Interviews to be held online week commencing March 28th 2021.

Our social enterprise is open to applications from all regardless of race, religion, gender identity or expression, sexual orientation or age. We are committed to building a diverse and inclusive workplace where equal opportunities are accessible to all.

Eligibility

You must be eligible to work in the UK for the duration of this contract. Information is available at <http://www.ukba.homeoffice.gov.uk/>

Support for applicants with disabilities, impairments or health conditions

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please email info@zerowasteleeds.org.uk. This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.