**Appendix 2: Internship Provider Booking Form**

**Degree*plus* Internship Provider Booking Form**

**Booked By Jon Harris**

**Internship Title Sustainable Transport and Planning – Christchurch Station Travel Plan**

**Organisation: Harris Ethical Ltd (refer company profile and vital stats attached)**

**Location:…Cheltenham/Gloucester based through the University. Occasional days may be required in Christchurch (Bournemouth) but all expenses will be paid and the student will be accompanied by Jon Harris**

**Tel: Fax: N/A**

**Email Address:**

**Number of interns required: 1for this assignment with option for others**

**Start Date: Start beginning June and end mid July 2013**

Please write a brief description of the internship content including aims and objectives.

The intern would be given the opportunity to work with Jon Harris on a project supported by Christchurch Borough Council and Dorset County Council. The project is designed to look at the customer needs and issues at Christchurch station in Dorset.

Jon will be leading the project but we will be looking for a student that wishes to develop their communication skills and consultation abilities. The placement would suit those looking at business, marketing, media or sustainability/environmental disciplines. It will also suit an intern with a personal interest in cycling/walking as a mode of travel

The intern will be assisting with a public consultation exercise, working with Jon Harris and Friends of Christchurch Station, a community group that has been set up to help provide a café/bookshop at the station and support with other fundraising activities and station maintenance (e.g. flower beds). This will feed into a Station Travel Plan for train station, which is a strategy designed to reduce car use to the station and optimise the use of walking, cycling and public transport

There are three aspects to the project:

* To help manage the public interview process at the station. Jon Harris and the intern would assist on one specific day but the volunteers will be on site for a sample week Monday – Saturday
* To help with the walking audit process which will look at key pedestrian routes to and from the station
* To write summary reports on both aspects

The assignment can be delivered over a 6-8 week period and contact/mentoring with the student can be flexible using University meeting venues/business centre. We can either work out a ‘day a week’ arrangement or a more intensive timespan according to the student although the survey work is likely to conducted over a focused period of a week. Jon Harris will accompany the student to Christchurch station/provide transport on at least 2 separate days during the project.

Please write a brief description of what skills can be developed through the internship.

Communication – written, presentational and public consultation

Data research and analysis

Qualitative analysis from face to face interviews

Site assessment technical skills

Report writing and analytical skills

Opportunity to work with a train operating company and local authority

Please write a brief personal specification for the role and which students you feel the internship might suit.

Quick to learn and adaptable

Able to work confidently with the public (i.e. outgoing, easy to communicate with)

Able to work with community groups

Good communication skills in person and on the phone

Good presentation skills

Able to research on own with strategic direction from mentor

Able to prioritise tasks

Able to evaluate quantitative and qualitative data

Ability to write reports and present data clearly

Ability to record and précis meeting notes

Please write a brief organisation profile.

See website [www.harrisethical.co.uk](http://www.harrisethical.co.uk) and attached business factsheets – we are a town and transport planning consultancy

Dorset County Council Local Sustainable Transport Fund will be supporting the project

Where and to whom does the intern report? Jon Harris

Who will be the onsite supervisor/mentor for the intern? Jon Harris

Dress Code: smart casual in general – dependent on meetings

Other special instructions: This is an exciting opportunity for the student to work on a real-life project which will have an impact on the ability of people in the Christchurch area to access their train station more easily.

More details can be provided to applicants at interview stage

SignatureDate 1/5/13

Please forward the completed form back to Degree*plus* either by email: degreeplus@glos.ac.uk or call us with any queries 01242 715032