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 Bloor Homes, Linden Homes, Gloucestershire County Council and the Monk Meadow Quay Community Group. The project is designed to change travel behaviour and choices of residents living is a new housing area located near Hempsted, Gloucester

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 engagement exercise, working with Jon Harris and the Monk Meadow Quay community group. As a result of a history of involvement in the town planning process for the area the group was awarded funding for development of a community travel plan. Using existing travel information (e.g. bus timetables, cycle maps, etc) as well as purpose written material, the community travel plan uses local volunteers to visit individual households and let them know about different travel options they can use. This is particularly important as the site is within an easy walk or cycle from the city centre.

As part of the project an expert consultancy will be coming to the site to provide training for the volunteers to carry out the personalised travel planning programme in June.

There are three aspects to the project:

* To help develop the publicity/information resources and information packs
* To help with securing volunteers and the one to one household engagement process
* To assist with evaluation reporting

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.

Appendix 2: Internship Provider Booking Form

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

**Booked By Jon Harris**

**Internship Title Sustainable Transport and Planning – Monk Meadow Quay Personalised Travel Planning Project**

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

**Location:…Cheltenham/Gloucester based through the University. The assignment will include site work in Gloucester in the Monk Meadow Quay residential area (off Secunda Way). All expenses will be paid and the student will be accompanied by Jon Harris or a member of the Monk Meadow Community Group**

**Tel: Fax: N/A**

**Email Address:**

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

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

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. The student will also ideally need to attend the training days on Sat 14 and Friday 15th June. The student will be supervised either by Jon Harris or by a representative of the MMQCG on the site days.

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

Face to face public engagement

Experience of working with corporate and local authority organisations

Report writing and analytical skills

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

Gloucestershire County Council Local Sustainable Transport Fund and Bloor Homes 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 living in a targeted Gloucester residential area to rethink their travel patterns and habits.

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](mailto:degreeplus@glos.ac.uk) or call us with any queries 01242 715032