

**Early Career Inclusion Placement Request Form**

Historic England are committed to providing qualitative short-term 8-week inclusion placements to young people aged 18-24 years. These placements are split across three strands linked to three priority audiences identified in the IDE Strategy and are to be offered to:

A. People with Black, Asian or other Minority Ethnic Heritage.

B. People with disabilities

C. People who are disadvantaged by their social and/or economic background or circumstances, or by where they live.

**The main objectives for this scheme are:**

* To provide safe and quantitative work experience to young people.
* To provide supportive training and skills development for young people, enabling them to develop workplace skills.
* To maintain Historic England’s core missions and values
* To aid in the future resilience, interest and encouragement of young people to the sector.

Please bear in mind the following points when considering a placement within your team and the role requirements from the young person(s).

* Consider
* How will you be able to support / guide / engage their enthusiasm to achieve in this role?
* Where will the placement be based? In an office, remote or working on location?
* Who will be supervising this placement?
* What are the technical requirements? Will the placement have access to an office PC or will they require a laptop?
* What makes your department unique and important to young people?
* How will you make a difference to their skills development?
* Is the role you are looking to fill suitable for anyone, of any ability aged 18-24?

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| **Your Name / Job Title** | Uta Langley |
| **Email Address** | inclusionplacements@historicengland.org.uk |
| **Placement Reference Number (Please refer to this in all correspondence)** | HE16 |
| **Dept / Group** | Business Improvement |

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| **Proposed Placement Job Title** | Climate Change Training Assistant |
| **Total Number of positions envisioned** | 1 |
| **Target Start Date(s)** (Between June – Oct 2022) | asap |
| **Location (**Named Office / Fully Remote / Hybrid) | Can be fully remote, hybrid or Swindon |
| **Main purpose of the placement** | To create new and exciting online learning material on heritage and climate change in collaboration with the Digital Learning Producer and our heritage experts |
| **An outline description of the duties and responsibilities involved in the placement.** (Please keep this to no more than 8 bullet points where possible) | The aim of the training is for all staff to understand climate change, the impact climate change has on heritage and how heritage can play a positive role in climate action.  Duties and responsibilities   * Transform existing pod casts and webinar recordings into bite sized online learning content * Create new materials working with our heritage experts * If possible create exciting animations or visuals to bring the content to life * Research existing training programmes we could adapt/buy in/roll out and propose if one is suitable and how that would work with our internal content * Support the roll out of either internally created or externally sourced training programme |
| **Desired Behaviours**  (From the behaviours listed, please highlight  3 – 4 that may be beneficial for the intern to demonstrate for the duration of their placement) | **Adaptable** – You can find the best fit for your needs and can change your workflow to meet demands  **Communication** = you enjoy actively listening and questioning where necessary  **Change Agent** – You are an advocate for change and enjoy making things happen  **Curiosity** – You show an interest in new things and actively seek out new information  **Connecting** - you enjoy establishing relationships, seeking to support and help others  **Discovery -** You love finding out new things and developing yourself  **Detail –** You focus on the small details to ensure accuracy & can work to defined boundaries  **Equality**  - Ensures everyone is treated equally, paying close attention to issues of fairness  **Hard Working** - you always seek to put in the required effort and strive for the highest quality of work  **Innovation** – You enjoy coming up with new and different approaches to a task  **Improver –** You love to look for ways that things can be improved  **Legacy** – You seek to deliver a positive and sustainable impact by creating things that will outlast you  **Moral Compass**  - Act in accordance with what you believe is right  **Problem Solving** - You enjoy analysing situations and investigating practical solutions  **Persistence** – You achieve success by keeping going, particularly when things are challenging  **Prevention** – You anticipate & actively prevent problems before they happen  **Resilience** – You take hardships in your stride and recover quickly  **Service** – You love to look for ways to help and serve others  **Strategic Awareness** – Paying attention to the wider context and the bigger picture  **Spotlight**  - You love capturing people’s interest and attention  **Self-Belief** – Confident in your own abilities, knowing that you can achieve your goals  **Work Ethic** – Putting a lot of effort into everything that you do  **Writer** – You enjoy conveying thoughts and ideas through the written word  **Planning** – You make plans and take a deliberate approach to everything that you do.  **Time Optimiser** – You seek to make the most of whatever time you have available |

1. Does the role require any specialist training while in post?

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| Yes / ~~No~~ |
| If Yes, please supply information & an estimate of any costs.  We organise a training end of August on creating online training and they can participate if still useful. |

If you wish to apply for this placement opportunity, please complete our short application form (quoting the placement reference number and job title) & recruitment monitoring form and return via email to [inclusionplacements@historicengland.org.uk](mailto:inclusionplacements@historicengland.org.uk)

We aim to respond to all applications within seven days.