

Estates and Historic Environment Intern



In this role, you will work with Exmoor National Park Authority's Estates and Historic Environment teams. Your main tasks will be to:

- Take photos to help record land, buildings, and historic places on Exmoor
- Help update and improve records and databases
- Collect information that supports the care and protection of Exmoor's historic sites

Main Responsibilities

- Take photos of our land and buildings
- Create and organise a photo database for these places
- Improve photo records for the Historic Environment Record
- Enter and tidy data in the Historic Environment Record
- Help with archive work, such as organising old documents
- Help with surveys of Listed Buildings using photos and digital tools
- Help with Conservation Area checks and reports

Skills and Experience Needed

- An interest in photography
- An interest in history (*helpful but not essential*)
- Good attention to detail
- Able to use computers confidently, including databases
- Able to work independently and manage your own time (with support)
- Happy to work outdoors on Exmoor in all seasons
- Sufficient reading and maths skills to follow instructions and understand maps
- Able to follow safety rules and look after your own wellbeing
- Hard-working and keen to do a good job
- Willing to learn new skills
- A driving licence



Woodlands Intern



In this role, you will work with Exmoor National Park Authority's Woodlands and Exmoor Pioneers teams. Your main aims will be to:

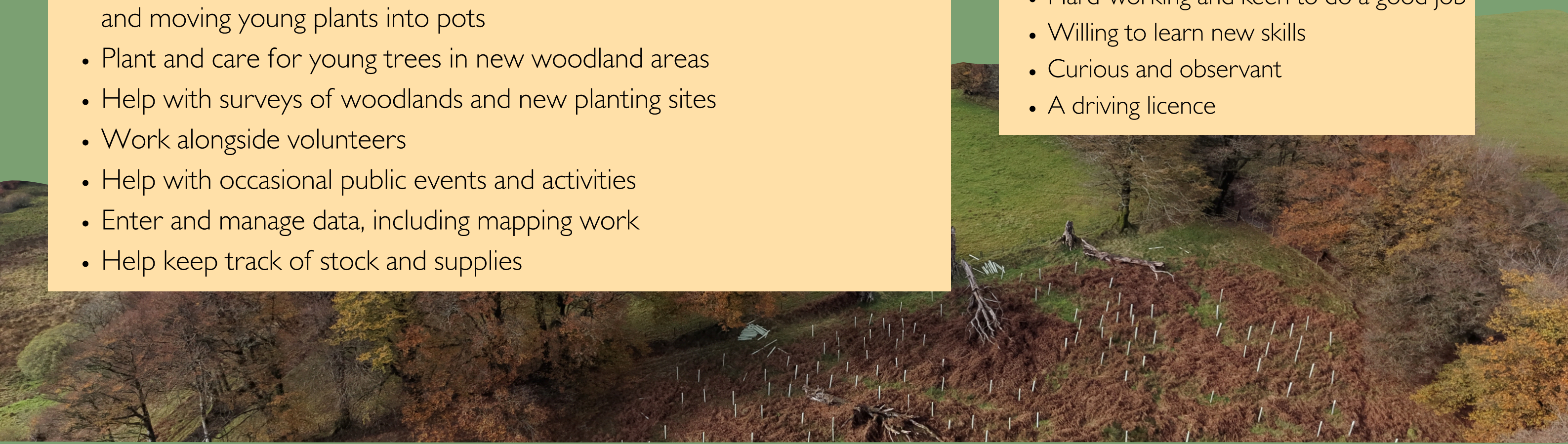
- Help increase the number of trees on ENPA land
- Support work at the Exford Tree Nursery, growing trees and plants to help create new woodlands and support nature recovery across Exmoor

Main Responsibilities

- Help run the Exford Tree Nursery by doing tasks such as watering, weeding, feeding plants, and preventing pests
- Help grow new plants by collecting seeds, preparing them, sowing them, and moving young plants into pots
- Plant and care for young trees in new woodland areas
- Help with surveys of woodlands and new planting sites
- Work alongside volunteers
- Help with occasional public events and activities
- Enter and manage data, including mapping work
- Help keep track of stock and supplies

Skills and Experience Needed

- An interest in trees, woodlands, gardening, wildlife, or nature
- Sufficient reading and maths skills to follow instructions and understand maps
- Able to work independently and manage your own time (with support)
- Happy to work outdoors on Exmoor in all weather
- Able to do physical work
- Able to follow safety rules and look after your own wellbeing
- Able to use computers
- Hard-working and keen to do a good job
- Willing to learn new skills
- Curious and observant
- A driving licence



Admin Support Intern



In this role, you will work with the Corporate Support area of Exmoor National Park Authority. The Corporate Support Team provide support to colleagues across the organisation and customers in areas such as administration, ICT, HR, Finance and at our National Park Centres.

Main Responsibilities

- Scan and log documents
- Carry out administrative tasks such as responding to emails, drafting letters and reports, photocopying, filing, etc.
- Collate information and improve records and databases
- Assist with stock management at our National Park Centre
- Cataloguing photos for the communications and design team

Other tasks would also be considered as your internship develops.

Skills and Experience Needed

You will be provided with support to develop some of the skills listed below over the course of your internship.

- A keen interest in administration
- Good typing skills
- Able to confidently use Microsoft apps including word, excel, powerpoint, etc
- Good written communication skills
- Confident in helping with enquiries – email, telephone and face to face
- Attention to detail
- A willingness to learn new skills and do a good job
- A helpful attitude to work and keen to do a good job
- Recognise when to ask for help

