



Brighton & Hove Food Partnership
Job Description and Person Specification

Post: Intern (Food Use Places)

This is an entry-level role for someone who does not have any paid work experience in the voluntary / environmental sector.

It is a structured paid internship designed to provide you with practical skills and sector experience. Our previous interns have given us great feedback. We encourage our interns to get involved with other aspects of organisation's work and provide shadowing and development opportunities tailored to your interests.

Job title:	Intern (Composting & Food Use Places)
Location:	This is an office-based role although there can be occasional work from home arrangements. The offices are in Community Base, Queens Road, Brighton BN1 3XG. The role will have at least one day per week based in the Community Kitchen (also on Queens Road). This post will be expected to travel across Brighton & Hove (with all travel expenses covered, driving license not required)
Post Term:	12 weeks from start
Salary / hours:	37.5 per week Real Living Wage Foundation Living Wage Rate £13.45 ph as of 1 April 2026
Annual leave:	There is an allowance of 5.5 days paid holiday for the 12 weeks plus Bank Holidays
DBS:	BHFP has a commitment to safeguarding and promoting the welfare of children, young people and adults at risk. The successful applicant will need to undertake an enhanced criminal record check.
Reports to:	Food Use Places Coordinator

Brighton & Hove Food Partnership

The [Brighton & Hove Food Partnership](#) (BHFP) is a hub for information, inspiration and connection around food. We're a nationally respected not-for-profit organisation that delivers a range of community projects such as:

- Cookery courses at our central Community Kitchen
- Helping people grow food with others in their community and get outside to support wellbeing & mental health
- Support for local food producers & nature-friendly farmers
- Work to reduce food waste and support community groups through coordinating the Surplus & Emergency Food Networks
- Setting up community composting sites across the city
- Advice on food poverty and support for food banks



Food Use Places is a partnership-led project working with 18 community organisations across Sussex to proactively tackle food and packaging waste. By equipping residents with the skills and resources we are building "food-use confident" communities. Funded by the National Lottery Community Fund – Climate Action Fund, this project aims to create a legacy of environmental sustainability and positive social change.

Our **Community Composting** project has been running for 13 years. It helps residents without gardens to come together to compost in shared spaces. By transforming food waste into nutrient-rich compost, the project nourishes local soil while strengthening community ties.

The **Community Kitchen** is a cookery school for everyone – from classes with chefs and food experts, to community courses for health and wellbeing. The Kitchen offers practical skills and social connection for all. Run via a social enterprise model, our masterclasses and venue hire fund a program of community cookery activities, including classes for people with learning disabilities, those living on low incomes or people with physical and mental health issues.

THE ROLE:

- Independently run engagement stalls in the community to encourage behaviour change around food waste. This includes delivering games, talking to the public and giving out leaflets.
- Provide admin support to the Food Use Places project, including managing emails and helping run meetings
- Support the 18+ Food Use Places partners to deliver their activities
- Maintain accurate records, enter evaluation data and update project database
- Create branded documents and posters on Canva
- Review and update the content on the website
- Plan & create engaging content for our social media channels – including taking photos and videos to showcase our activities and provide advice around food waste reduction that ties in with trends like Halloween, Christmas etc.
- Help organise and run events, including our 20 years celebration event and All Partner Meeting. This could include booking venues, arranging catering, helping with set up and pack down
- Provide hands-on support the smooth running of the composting and recycling systems for the BHFP office and Community Kitchen
- Work with the Community Kitchen team to set up / clear down for community classes and ensure smooth running of kitchen space

PERSON SPECIFICATION

Essential	Desirable
• Excellent communication skills, with a friendly and approachable manner and confidence in talking to a variety of people • Has the ability to work independently and be confident in engaging members of the public • A passion for reducing food waste • IT skills including use of Word, Excel, Email and the internet • Experience of using social media, either through education, work, volunteering or personal use • Ability to write clearly, in plain English • Experience of working as part of a team • A willingness to be flexible to do a range of different tasks • Ability to work in a way that values equality and diversity • Committed to the aims of the Food Partnership – healthy, sustainable, fair food for all	• Experience of using Canva to create posters and social media content