



# Galloway Glens Intern Programme Overview + Findings

#WorkInGalloway



Photo: Jan Hogarth, Galloway Glens Education & Community Engagement Officer, meets a group of Galloway Glens supported Interns – Dec 2022, Ken Bridge

"Thank you so much for the opportunity... I would never have been able to make the change of career which would allow me to work in the great outdoors"

Cameron Milne, Intern at Czernin Kinsky





#### 1. Aims and Objectives

- 1.1 The Galloway Glens Scheme is a series of projects in the Ken/Dee valley in Galloway, with an overall aim of 'connecting people to our heritage', boosting the local economy and supporting sustainable communities.
- 1.2 The 'Galloway Rural Skills' project included a programme of internship/work experience positions, with **15** roles supported in posts hosted by a variety of employers.
- 1.3 The Galloway Rural Skills project had a number of aims:
  - To provide work and training opportunities;
  - To give young people a chance to see what it was like to work in Dumfries & Galloway
  - To illustrate the range of heritage-related and other careers available in the region
  - Addressing the current departure rate of our young people. The population of Dumfries and Galloway continues to be one of the oldest in Scotland. *One in five of the region's residents -18.7 percent is aged 70 or over. In terms of overall size, the 45 to 64 age group was the largest in 2021, with a population of 43,656. In contrast, the 16 to 24 age group was the smallest, with a population of 12,878." "Population of Dumfries and Galloway Remains one of the Oldest in Scotland"* article by Stephen Temlett, Daily Record, 4<sup>th</sup> September 2020.
  - To introduce a new range selection of employers to the benefits of internships/work
     experience programmes
- 1.4 Separate to the positions supported, the Galloway Glens Scheme also part-funded a report by local consultants called "Opening Doors: A Consultation of Employability Services, Employer's Experiences and Young Peoples Goals in Dumfries and Galloway" (2022, by Sleeping Giants, full report available by request). Findings in the report suggest that being able to drive and transport links are a major barrier to young people wanting to stay in the Galloway area. Mental health issues exacerbated by covid pandemic and rural poverty were also identified as barriers to employment.
- 1.5 This report seeks to give an overview of the Internship programme, highlighting key learning points and distilling what worked and what didn't. The ambition is that this report will be of interest to other agencies/groups undertaking similar initiatives in the region.





## 2. Why 'Internship'?

- 2.1 The Galloway Glens Scheme was in a very fortunate position: able to plan five years of scheme delivery and in receipt of funding from a flexible and supportive team at the National Lottery Heritage Fund.
- 2.2 This allowed a considered plan to be made about how any activity could best support existing employment schemes in the region, delivering maximum benefits for the young people taking part and the hosts.
- 2.3 Concerns initially existed about treading on established schemes run by national providers, with a piece of work undertaken to map all available schemes.
- 2.4 Initial suggestions that the Scheme focus on 'apprenticeships' were considered at this point.

  Apprenticeships are much more complex to deliver than an internship, usually requiring multiple years of work, a very supportive employer and often some kind of skills assessment.
- 2.5 Discussion also took place about the idea of a 'shared apprenticeship' model, with participants cycling between employers to get a varied set of skills. This would have required significant administrative oversight and management, beyond what could be delivered through existing Galloway Glens Staff. External funding applications were made to allow this, but these were not successful.
- 2.6 The above investigations took almost 12 months. This only increased the need to seek achievable, deliverable outcomes that could be delivered during the remaining four years of Galloway Glens Scheme delivery.
- 2.7 If the scheme had a longer than five-year delivery phase, it may have been able to progress apprenticeships, support discussions and even explore the shared apprenticeship model further. At this time, it feels like apprenticeship mechanisms are a mechanism appropriate only for long term initiatives.
- 2.8 In addition to the 'Internship' positions, the Galloway Glens Scheme also supported a 'preapprentice' role which is included in this report and also contributed towards the training costs of an Event Electrician in Kirkcudbright.





## 3. Paid or Unpaid Internships?

- 3.1 Unpaid or informal Internships operate in a number of sectors.
- 3.2 The problem with an unpaid internship is that it only appeals to people that are in a position to work for free perhaps living with parents or with independent means of support etc.
- 3.3 As identified in recent studies, public transport limitations in the region are a particular restricting factor for young people. The ability to run a private car is even harder when taking part in an unpaid internship. Many of the potential internship hosts under early consideration were not on established bus routes.
- 3.4 A Paid internship appeals to a wider range of applicants, particularly those in work and with financial commitments but keen to move careers or to move into the region.
- 3.5 The decision was therefore made to support only paid intern positions. The Galloway Glens would continue to signpost and highlight other intern positions hosted by partners or of interest e.g. through social media etc. but these would not be formally supported by the Scheme.
- 3.6 The Galloway Glens Scheme is an initiative of Dumfries & Galloway Council's Environment Team. The Council is established as a living wage employer and therefore it was appropriate to require all internships supported through the scheme to pay at least the national living wage. This rate changed through the life of the scheme (currently £10.90 per hour check here for info: <a href="https://scottishlivingwage.org/">https://scottishlivingwage.org/</a>). As a by-product, this further embedded the Living Wage principle in the region.
- 3.7 Discussion took place regarding whether part-time internships should be supported. In line with considerations above, it was felt that the ambition should be for full time internships as these equate to genuine work opportunities and would appeal to people with financial commitments. Precise negotiation over hours could take place in the appointment process if acceptable to both parties.





#### 4. Length of Internship

- 4.1 Much discussion took place in the early stages of the scheme, exploring options surrounding the length of internships to be supported, considering 3 months to 12 month positions.
- 4.2 Three months was felt to be too short to allow the Intern to add value to the organisation or to encourage applicants for the role. A couple of potential hosts expressed concern about 12 months being too long for an untried mechanism.
- 4.3 The first couple of roles were offered on a 6 month basis and this then became a model offered to future hosts. New or inexperienced Intern hosts were keen to replicate the initial round of intern positions which had been adjudged to work well. This therefore became established as the approach used through the Scheme.
- 4.4 Two of the roles supported were subsequently extended for a further six months, retaining the 50% Galloway Glens funding intervention. This was only supported due to specific reasons in each case e.g. further training opportunities, activity not yet undertaken etc.











#### 5. Funding

- 5.1 The Galloway Glens Scheme is 50% funded by an award from the National Lottery Heritage Fund (NLHF). In effect, for every £1 that is spent, NLHF will repay 50p.
- 5.2 This funding model dictates a need for approximately 50% match funding to be sought on all activity.
- 5.3 The precise costs of each role varied; however a table below gives an overview of what we have found to be the approximate cost of a six-month full time, living wage paying internship position:

Salary (40hrs x 4 weeks x 6 months)	10,500 (£1750 PCM)
Employer costs (NI etc.)	£800 (approx. £130 PCM)
Equipment – Laptop, wellies	£500
Mileage Costs (if appropriate)	£500
Training (e.g. Brush cutting, ATV operation)	£500
Total Cost (Approx)	£12,800

- 5.4 Galloway Glens set out to 50% fund the intern positions i.e. contributing approximately £6,500 per role. The match funding was either provided by the Intern Host or from another party/funder.
- 5.5 The above table doesn't include any staff time for management of the Intern. This was discussed early on, citing the time taken to induct and oversee an additional person. It became clear that we would be able to identify sufficient willing hosts without paying a contribution towards management time. We are not blind to the time taken to manage an additional member of the team but the offer to do this for free could be seen as part of the broader contract, with this contribution of time evidencing the hosts interest in the Internship for non-financial reasons. If we had made a contribution towards management time, we would have had more potential hosts and could have specified sectors/geography etc.
- 5.6 The above table also doesn't quantify Officer support time from the Galloway Glens for each Intern position. This varied depending on each role but for planning purposes, would equate to approximately 15 days of officer time from initial host discussions, through drafting of contract, advertising of role, interviewing, monthly check ins with the Intern and then exit interviews for Intern and Host.





# 6. Identifying Hosts

- 6.1 We have been referring to the Intern Programme as 'relationship-led'. The Galloway Glens Scheme did not advertise for hosts, instead approaching partners or organisations that we had worked with or had already established a relationship with.
- 6.2 The Host is such an important part of a successful intern position. There was a concern that an advertisement for intern hosts would a) not yield any offers of b) could attract hosts not ideally suited to the role.
- 6.3 The delay in launching the Intern programme therefore benefitted the scheme as we were able to deliver on a range of other projects, establishing working relationships with partners.
- 6.4 A memorandum of understanding was established between Galloway Glens and the employer, setting out responsibilities for all parties and financial contributions.
- 6.5 The Intern hosts receive a number of benefits from taking part:
  - 6.5.1 A Funding contribution towards costs of an intern
  - 6.5.2 Drawing on recent experience through the Galloway Glens Scheme
  - 6.5.3 Support with job description, advertising and recruitment
  - 6.5.4 It was commonly cited that the Galloway Glens was providing impetus to something the host had been meaning to do previously.
- 6.6 Considerations when identifying and entering into agreements with hosts included financial i.e. who would pay the other 50% and also intangible points such as known ethos of the organisation, capacity for suitable oversight of the roles and reasons the host was interested. The Galloway Glens Team were keen that the Interns weren't simply taken on for basic duties, essentially just at a subsidised rate. Hosts were therefore asked to make the Internships as rewarding as possible, with maximum benefit for Intern future employment.









#### 7. Recruitment

- 7.1 It became clear early on that a strong and active approach to recruitment was vital to the success of the intern programme. Each recruitment campaign involved the following steps:
  - 7.1.1 Job Description and role overview listed online. Ideally on the host organisation's website or, if not possible, on the Galloway Glens website. A contact name and number listed for any enquiries about the role. Professional photos taken to advertise the role. A poster made using these photos and headline points for use through social media channels. Press release advertising the role – including quote from Galloway Glens and quote from the host and photos - sent to local media outlets. Role advertised through Galloway Glens channels and newsletters. Role listed on DGWGO Jobs portal (£nil). Later roles were advertised on indeed.com website (approx. £70 each). This advertised the role but also advertised the concept of working in Galloway, raising the profile of the range of careers available. It was hoped that even people who didn't apply would start to think about Galloway as an attractive place to work. A couple of the roles were re-advertised due to insufficient applicants. The roles were readvertised, and sufficient applicants were sourced. A great effort was made to highlight the job adverts through education channels – local colleges, universities and related networks. Lecturers/teachers were sharing the roles with their students, and this was felt to be helpful. Much discussion took place over time of year to recruit, however the more important point was found to be when in the year was best for the host – seasons of activity etc. We found no relationship between time of year and number of applicants.











O,



**VACANCY** 

AT GALLOWAY

(SIX MONTH PAID)

Delivering your own fisheries project (theme to be agreed between intern/GFT)

**FISHERIES TRUST** 



Dumfries Dumfries Figure The Holywood Trust and the Gallows Glens Landscape Patterning Science.





# 8 Restrictions on who can Apply.

- 8.1 The Intern programme in its broadest sense sought to provide work experience opportunities in Galloway. Discussion often then naturally developed on whether this should be targeted based on a) age or b) location of the applicant. A number of different approaches were taken on different roles.
- 8.2 Sometimes the match funder specified a restriction on the recruitment for the role. The Holywood Trust, for instance, is focussed on a specific age group and therefore this was simply adopted as a requirement in the role advert.
- 8.3 The Internships were advertised with a variety of geographical restrictions from none, through to specifying applicants must live or have a connection to Dumfries & Galloway. The restrictions focus the benefit of the role on existing young people in the area but reduce the number of applicants.
- 8.4 The number of applicants varied from 85 people interested in a role, through to only one application received. There did not appear to be a time of year that influenced the number of applications received. One role had to be readvertised due to lack of applicants. The readvertisement secured sufficient applications for an appointment to be made.
- 8.5 Ultimately, the internships did not tend to specify any geographical requirements of the applicants but did suggest that the roles would require travel to the area for the role.







#### 9 Appointment

- 9.1 All of the applicants were given clear instructions on how to submit an application usually in the form of a CV and a covering letter and the deadline for the submission.
- 9.2 After the deadline had passed, all applications were reviewed. The review process varied from role to role, but involved the applications being considered against the job description and a shortlist being established for interview.
- 9.3 The Galloway Glens Scheme was careful to remain clear throughout that the actual appointment was the decision of the Host i.e. the employer. With this in principle understanding in place, the Galloway Glens Scheme sought to support the recruitment process as much as possible, including:
  - 9.3.1 Galloway Glens Education & Community Engagement Officer usually assisting with the shortlisting of candidates
  - 9.3.2 Galloway Glens Education & Community Engagement Officer sat on the Interview Panel
- 9.4 At a couple of points, attendance at all interviews was drawing a significant portion of the Galloway Glens Education & Community Engagement Officer's time, however it was felt to be adding value as:
  - 9.4.1 Support to the Hosts during the interviews some of whom may not have recruited in recent years;
  - 9.4.2 Clarity for the applicants about who was funding the role; and
  - 9.4.3 Encouraged a partnership ethos with the host.
- 9.5 The Galloway Glens Scheme and partners always sought to support efforts to give the interview panels balance in terms of gender.
- 9.6 The notification of employment would come from the Host, with subsequent contract etc.
- 9.7 One Intern was employed on a 50/50 basis between two organisations, and this was discussed with other appointments also. For clarity purposes, it is recommended that each Intern have a single clear 'manager'. Any flexibility of working arrangement can be discussed with other partners, but Interns benefit from clear line of management.





# 10 Galloway Glens Intern Programme Overview

#	Successful	Host	Applicant	Funding	Outcome
	Applicant		Restrictions		
1	Abbie Nye	Galloway Fisheries Trust	16-25	50% GGLP, 50% Holywood Trust	Secured a permanent role in the sector, but not in D&G
2	Amber Wright	Natural Power	None	50% GGLP, 50% host	Secured a permanent role with the host
3	Dan Pollard	Galloway Fisheries Trust	16-25	50% GGLP, 50% Holywood Trust	Secured a permanent role with the host
4	Alyx Rhodes	Galloway Fisheries Trust	16-25	50% GGLP, 50% Holywood Trust	Secured a subsequent role with the host
5	Emilie Wardhaugh	Galloway Fisheries Trust	16-25	50% GGLP, 50% Holywood Trust	ТВС
6	Calypso Coulton	Better Lives Partnership/CDDF	None ("would suit young graduate")	50% GGLP, 50% host	Secured a subsequent role with the host.
7	Thomas McClure	Better Lives Partnership	None	50% GGLP, 50% host. 6 month extension agreed.	TBC
8	Cameron Milne	Czernin-Kinsky Scottish Company Ltd	None	50% GGLP, 50% host	Entered further education in the sector of the Internship
9	Phoebe Watt	GCAT	The role is open to people aged 18-25, based in Dumfries & Galloway, or looking to move here	50% GGLP, 50% Holywood Trust	Secured a subsequent role in the sector, but not in D&G
10	Vicky Johnston	Crichton Carbon Centre	None (Whether you are a recent graduate or looking for a career change)	100% GGLP	Secured a permanent role with the host
11	Phoenix Lord	Carsphairn Community Woodland	A 'Pre- apprenticeship' role	50% GGLP, 50% host. 6-month extension agreed.	TBC
12	Faye McKellar	GCAT	3 month - Part time Internship role	50% GGLP, 50% Holywood Trust	TBC
13	Finlay McGaw	Mr Pooks	None	50% GGLP, 50% host	TBC
14	Andrew Murdoch	Drax	None	50% GGLP, 50% host	TBC
15	Keiron Chisholm	Self Employed	N/a. Not an 'Intern' role. Allowed Keiron to obtain relevant qualifications.	50% GGLP, 50% Kirkcudbright Development Trust	Now sufficiently qualified to undertake work independently.

TBC = role ongoing or not known.





# 11. Skills and ambitions of the Interns

11.1 In 2023, a number of the Interns were interviewed to establish their ambitions for the future, and the skills picked up in their roles.

Name and	Ambitions for the future	Industry Specific Skills	Transferrable Skills
Organisation			
Dan Pollard Galloway Fisheries Trust	"I would like to be working for Galloway Fisheries Trust leading a successful freshwater Pearl Mussel Conservation Project among many other projects. Living in a house that I own in the local area."	<ul> <li>Electro-Fishing</li> <li>ATV operating</li> <li>Chainsaw Operating</li> <li>First Aid</li> <li>Hydro-morphology</li> <li>River Erosion Management</li> <li>Invertebrate Sampling</li> <li>Invert ID and processing</li> <li>Pesticide Handling and Application</li> <li>Fish ID</li> <li>Fish Surveying</li> <li>RAMS</li> </ul>	<ul> <li>Time Management</li> <li>Communication</li> <li>Digital Skills</li> <li>Social Skills</li> <li>Confidence</li> <li>Social Media and Photography</li> <li>Collaboration and Team Work</li> <li>Self Motivation</li> <li>Collaboration</li> </ul>
Alyx Rhodes Galloway Fisheries Trust	"I'd like to be a lepidopterist doing habitat restoration.  To reach my goal I would need to take part in a Moth research project and have worked as a Butterfly Conservation Field Assistant."	<ul> <li>Electro-Fishing</li> <li>First Aid</li> <li>Data Handling Digitising Records</li> <li>Water Quality Monitoring</li> <li>Invert ID and processing</li> <li>Specimen Handling</li> <li>Tree ID</li> <li>Tree planting</li> <li>Microscope Proficiency</li> <li>Habitat Survey Skills</li> <li>Report Writing</li> <li>Liaising with Public Bodies</li> </ul>	<ul> <li>Time Management</li> <li>Communication</li> <li>Digital Skills</li> <li>Social Skills</li> <li>Confidence</li> <li>Social Media and Photography</li> <li>Collaboration and Team Work</li> <li>Self Motivation</li> <li>Collaboration</li> <li>Ability to Work Independently</li> </ul>
Calypso Coulton Better Lives Partnership	"To travel, work Freelance, and work again for Better Lives Partnership."		<ul> <li>Time Management</li> <li>Communication</li> <li>Digital Skills</li> <li>Social Skills</li> <li>Confidence</li> <li>Social Media and Photography</li> <li>Collaboration and Team Work</li> <li>Self Motivation</li> <li>Collaboration</li> <li>Running her own business</li> <li>Running sessions with Better Lives clients.</li> </ul>







Thomas	"I'd be living in a comfortable	Understanding Autism     Developing a Routine
McClure	apartment shared with friends or	Freelance Career in Creative
Better Lives	living with friends rurally with ease	Arts every day
Partnership	of transport, an enjoyable job, and	Health and Safety     Time Management
	feeling fulfilled but productive."	Understanding GDPR     Communication
		Bullying in the Workplace     Digital Skills
		Diversity and Equality     Social Skills
		Customer Service     Confidence
		How to Prevent Terrorism     Social Media and
		Business English Photography
		Safeguarding Young People     Collaboration and Team
		Child Protection Work
		Empowering Communities     Self Motivation
		Graphic Design     Collaboration
		Understanding Social Media     Ability to Work
		Analytics Independently
		Photography Skills
		Website Building
		Networking
		Routine
Phoenix Lord	"I want to be working in forestry or	Health and Safety • Developing a Routine
Carsphairn	related industry, be financially	Using a Chainsaw     Getting Up for Work
Community	stable, and live rurally. I want to be	Chainsaw Maintenance every day
Woodland	feeling successful and	Felling Trees Precisely and     Time Management
	accomplished in life. Helping	Effectively • Communication
	friends and family as much as	Different Cuts in Tree Felling
	possible."	Identifying Trees and Social Skills
		different Ways to do so.  • Confidence
		Tree Identification     Collaboration and Team
		Tree Planting     Work
		Processing and the Self Motivation
		Production of Firewood • Ability to Work
		Working with communities   Independently
		and clients
		Mushroom Foraging
Phoebe Watt	"Running my own arts space or	Communication     Time Management
Catstrand	festival in Glasgow with a	Liaising with partners, young     Communication
	programme that centres around	people, and colleagues   • Digital Skills
	connecting people to nature in	Handling AV Equipment     Social Skills
	natural environments in the city."	Networking     Confidence
		Budgeting and Excel     Collaboration and Team
		Curation of Events Work
		programme and Young • Self Motivation
		Peoples Workshops • Ability to Work
		Planning and Organisations Independently
		Social Media Marketing
		Graphics and photography
		Making Qualitative Decisions





#### 12. Feedback from Hosts

- 12.1 We kept in touch with employers and undertook an exit interview as the internships came to an end allowing us to track the next part of the journey for young people.
- 12.2 Many of the organisations wanted to give an internship to a young person they could keep on and who would become part of their team. The internship was a way of testing them out while offering a nurturing environment of mentorship and training. As you can see from the first table, a number of hosts did keep the Interns on after completion of the six month period.
- 12.3 It is interesting to note the hosts were a range of sizes, from micro businesses through to large organisations. Natural Power used the Internship to re-start their Intern activities and Drax used it to address historically low local application rates for their established apprenticeship programme. Both of these cases illustrate that the Intern model is not restricted to smaller organisations.
- 12.4 It is great to note the near-universal enthusiasm from hosts to undertake similar initiatives in the future.
- 12.5 Natural Power won a Green Industry award for their hosting of an Intern role: <a href="https://www.dgwgo.com/business/natural-power-wins-judges-award-at-scottish-green-energy-awards/">https://www.dgwgo.com/business/natural-power-wins-judges-award-at-scottish-green-energy-awards/</a>.







# 13. Limitations of Scheme

- 13.1 The Scheme relied on the strong advertising of roles. This usually resulted in a competitive appointment process. This Scheme therefore did not provide dedicated support to applicants classed as 'further from the workplace' or needing additional support.
- 13.2 The Scheme did not fully explore the concept of longer or shorter intern positions.
- 13.3 It had been proposed that the Galloway Glens Scheme seek to gather Interns for joint training and info sharing sessions. These did not happen as much as planned, primarily due to other priorities, however interns indicated they would have benefitted from these.







# 14. Conclusions + Key learning points

- 14.1 It is possible to draw a number of headline learning points from the experience of the Intern Programme, including:
  - There is an appetite from employers to take part in an Intern Scheme, but it will often not be fully realised without support either financial input or broader partnership backing.
  - There are a number of sectoral/employer employment support schemes in operation but none of these prevent additional work in the sector.
  - The time-limited nature of the Galloway Glens Scheme was often an advantage, resulting in the prioritising and expediting of the Internship advertising process by the hosts.
  - However, the five years delivery phase of the Galloway Glens Scheme was not long enough
    to undertake apprenticeship roles with 'shared apprenticeships' possibly requiring even
    more lead time and support.
  - Pro-active advertising of roles adds value, using press releases and targeted use of recruitment channels. Accompaniment of professional photos to illustrate the role resulted in an increase in number of applicants.
  - Roles should also be advertised through sector networks/university lecturers.
  - Pro-active advertising also addresses wider challenges such as the general perception that an area has no jobs of interest.
  - Interns require clear management structure, ideally a single manager, and awareness from the host beforehand that on-the-job mentoring will be required.
  - The Galloway Glens' limited area of operation allowed closer relationships to be developed with employers.
  - There is no 'ideal' time of year to recruit simply align with host requirements
  - Roles should be advertised with as few restrictions (geography/age) as possible to maximise the number of applicants.





## 15. The Bigger Picture

- 15.1 The Galloway Glens Intern Programme sought to provide genuine and useful Intern positions that allowed the selected candidates to consider work in Dumfries & Galloway.
- 15.2 Beyond the selected candidates, the approach and overall programme sought to take every opportunity to highlight the merits to young people of working and living in Galloway.



Programme video: available here <a href="https://youtu.be/8flcjahexdU">https://youtu.be/8flcjahexdU</a>.

Thank You: Thank you to all Interns, Hosts, Applicants, Funders and everyone that helped to design and deliver the Galloway Glens Intern Programme.

The Galloway Glens Scheme is an initiative of Dumfries & Galloway Council's Environment Team, primarily funded by the National Lottery Heritage Fund and supported by the Galloway & Southern Ayrshire UNESCO Biosphere.