



Excel Southampton Internship Programme Job Description and Person Specification

JOB DESCRIPTION

Post title:	Doctoral Festival intern (4 posts available)
Academic Unit/Service:	Doctoral College
Faculty:	n/a
Campus base:	Highfield, but working across other campuses
Duration of Internship (total weeks)	21 weeks
Start Date	7 January 2018 (could be flexible)
End Date	31 May 2018 (also flexible)
Full-time (35 hours a week) or Part-time (if part time please state hours)	Part-time, average 7 hours per week but may vary, especially during Doctoral Festival period
Salary (p/h)	£15.08 p/h (PGR demonstrating rate)

JOB DESCRIPTION

Job purpose

Please outline the particular project(s) on which the intern(s) will be working, and how this contributes to the long term strategy of your organisation. The more information you are able to provide, the better understanding students will have of the role and the specific faculty.

To support the Doctoral College Professional Development Manager and team with the development and delivery of the 2019 Festival of Doctoral Research – with particular focus on content contributed by researchers via the Activities Fund Call, and the ‘Bake your PhD’ competition.

We anticipate that each intern will be assigned to a Faculty (or a grouping), to work closely with those disciplines; there will also be scope for taking a particular focus within the Festival programme, eg wellbeing, equality & diversity – ie working on activities in support of these.

Key accountabilities/primary responsibilities

1. To assist the Doctoral College Prof Devt Manager with administration of the Activities Fund Call, selection and implementation process.
2. To communicate with and support Activities Fund awardees in the implementation of their activities – providing advice, guidance and connectivity with the DC team.
3. As directed by the DC Prof Devt Manager, to support/guide awardees in relation to purchasing/expenses within their award, and to keep administrative records pertaining to the Activities Fund.

Key accountabilities/primary responsibilities	
4.	To assist the DC team in communication/promotion of Festival events/activities, including digital/social media (depending on skills and experience).
5.	To assist the DC team with other Festival preparation (by agreement, dependent on availability)
6.	To assist the DC team at Festival events/activities, as directed.

Internal and external relationships
Doctoral College Director, Managers and team Faculty Directors of Graduate Schools and teams PGR groups and individuals SUSU officers and staff

PERSON SPECIFICATION

In the table below please outline skills and behaviours which are required/desired to undertake the above role, students will be shortlisted based on their ability to demonstrate an aptitude for these. It is essential that all skills and behaviours required for the role are listed here.

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge & experience	Current Doctoral Researcher, or recent Doctoral graduate.	Having completed at least one year of doctoral candidature.	Application & interview
Planning & organising	Involvement with a previous Doctoral Festival event/activity, or comparable activity at UoS or elsewhere. Ability to plan and prioritise own work and meet deadlines, and work with minimal supervision.	Experience of leading on organisation and delivery of a UoS Doctoral Festival activity.	Application & interview
Problem solving & initiative	Ability to take initiative and find work-arounds for problems.		Application & interview
Management & teamwork	Ability to work as part of a team, but take own initiative within set boundaries.		Application & interview
Communicating & influencing	Ability to communicate with researchers and staff at all levels, and across different disciplines/areas.	Existing 'working' relationship with Faculty Graduate School team(s); and/or other University teams. Eg having worked with them in this or another context.	Application & interview
Other skills & behaviours	Flexible and creative approach to work.	Experience in using social media to communicate and engage an audience. Experience in video-making.	Application & interview
Special requirements	May require out of hours working when Festival events are running		