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| Name of Organisation |  |
| Title of Internship |  |
| Location of Internship |  |
| Duration of Internship (total hours or weeks) |

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| Start Date |  |
| End Date |  |
| **Full-time** (35 hours a week) or **Part-time** (if part time please state hours) |  |
| Salary (p/h) (Only applicable for external roles - minimum is £9.50 p/h)3rd Sector internships are paid @ £10.58 p/h |  |

**JOB DESCRIPTION**

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| **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 your organisation.* |
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| **Key accountabilities/primary responsibilities** |
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**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications, knowledge & experience | E.g. Experience of liaising and networking with a diverse range of people in professional contextsIntercultural competenceSocial media savvy (experience of Instagram, LinkedIn, Twitter accounts) |   |
| Planning & organising |   |  |
| Problem solving & initiative |   |  |
| Management & teamwork |  |  |
| Communicating & influencing |   |  |
| Other skills & behaviours |  |  |
| Special requirements |  |  |