

Bath Insights Internship – Governance & Resource Development

Department: Office of the Deputy Vice-Chancellor and Provost

Theme: Operations

About the role:

This internship offers the chance to work on two projects that strengthen the University's governance and operational foundations. You'll help improve resources for University working groups and support the development of a Council Member Induction Toolkit.

Project A - Resources for University Task & Finish and Working Groups (sub UEB)

Project A will give the successful intern an opportunity to take on their first professional role and develop experience in stakeholder engagement, data collection and analysis, problem-solving, report writing, presentation skills, and to develop some project management skills.

Project B - The development of a Council Member Induction Toolkit

This project will include benchmarking of other institutions' provision, a gap analysis of existing Bath materials, and the creation of concise, accessible guidance for new members across our governance structures.

The project will facilitate the development of stakeholder engagement, research, drafting and structured project delivery skills.

What you'll do:

- Liaise with stakeholders to map existing documentation for task and finish groups
- Develop an ontology of resource types (e.g., agendas, minutes, reports)
- Analyse findings and produce a short report with recommendations
- Present your recommendations to senior leaders, including the Deputy Vice-Chancellor and Provost
- Help create resources and a communications plan for rollout
- Benchmark other universities' induction materials and develop a Council Member Induction Toolkit

Why this matters:

Your work will support the University's strategic priority to build strong Foundations for the Future, ensuring staff and governance members have the tools they need to work effectively.

Skills you'll develop:

- Stakeholder engagement and communication
- Data collection, analysis, and problem-solving
- Report writing and presentation skills
- Project management and resource development

Ideal for students who:

- Are interested in governance, operations, and organisational improvement
- Enjoy research and structured project work
- Want to gain experience engaging with senior stakeholders and delivering practical solutions