



Job Description

Job title:	Intern - <i>Bath Insights</i>
Department/School:	(Host department)
Grade:	Grade 2, which meets (or exceeds) the real living wage
Hours	Full time (36.5 hours)
Location:	University of Bath premises

Job purpose

The Bath Insights internship programme provides opportunities for students to gain experience working in various departments across the University. Each role brings valuable student insight to meaningful projects and enables interns to contribute blue skies thinking and practical solutions to genuine projects.

During your internship you will undertake meaningful work which will contribute to your host department's strategy and objectives. You will need to bring passion, energy and flexibility to the workplace, alongside a genuine desire to learn and grow.

As well as professional work experience, you'll benefit from training and development, facilitated by your host department and supported by careers and employability staff within the university.

Bath Insights internships are open to current undergraduate students in year 1.

Source and nature of management provided

This will be determined by the role and host department

Staff management responsibility

None

Special conditions

There may be some requirements for limited evening and weekend work, if the internship involves university events, summer schools or open days.

Main duties and responsibilities

1	Responsible for organising and planning your day-to-day activities when tasks have been assigned.
2	Adopt a solution focussed approach to your work, identifying problems and challenges, finding creative and viable solutions.
3	Use your initiative, taking a proactive approach, with a willingness to work across boundaries.
4	Complete necessary operational and administrative tasks, possibly including but not restricted to: internal and external communications, event and room bookings, minute and note taking, responding to requests for information.
4	Use systems, processes and platforms as determined by role, seeking training and guidance where needed to develop and enhance your competency.
5	Give presentations and updates, both in person and online, using effective communication skills and engaging with a range of stakeholders.
6	Support your host team in day-to-day tasks, working with interest and enthusiasm and understanding of the professional environment.
7	Engage with all training and development throughout the programme, including informal peer-led cohort building activities.
8	By the end of the internship you will be expected to: • Present your project findings to your host team/department, using an appropriate format • Have developed effective project management skills • Create a legacy or repository around your work (e.g., bank of good practice; relevant web page; digital resources) • Write a short blog post or participate in a video interview within two months of the internship ending, reflecting on your experience, achievements and skills developed during the internship. • Start building a professional network to support your future career development
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all university policies and procedures at all times and take account of university guidance	

Person Specification

Criteria	Essential	Desirable	Assessed (A) Interview (I)
Qualifications			
Currently working towards an undergraduate degree at Bath	x		A
Experience/Knowledge			
None required			
Skills			
Excellent written communication skills	x		A
Strong verbal communication skills	x		I
Effective planning and organising skills	x		A, I
Strong IT and digital skills; willingness to develop further IT skills	X		A
Team working and awareness of different styles and approaches	x		A, I
Able to take the initiative and be proactive	x		A, I
Commitment to high quality customer service	x		A, I
Able to cope with competing and shifting priorities and work towards deadlines		x	A, I
Enthusiastic, committed and resourceful	x		A, I
Professional attitude and approach	x	x	I