****

**Job Description**

|  |  |
| --- | --- |
| **Job title:** | **Intern - *Bath Insights*** |
| **Department/School:** | **Vice-Chancellor’s Office** |
| **Grade:** | **G2 £12 p/h (NLW)** |
| **Hours** | **Full time (36.5 hours)** |
| **Location:** | **University of Bath premises** |

|  |
| --- |
| **Job purpose** |
| The intern will undertake meaningful work which will contribute to the delivery of our Student Voice Strategic Plan, working directly with the Associate Pro-Vice Chancellor for Student Voice and the Student Voice Leadership Group. They will bring passion, energy and flexibility to the workplace, alongside a genuine desire to learn and grow.  As well as professional work experience, interns will benefit from training and development, facilitated by the host department and supported by careers and employability staff within the university.  Internships are open to current undergraduate students in years 1 and 2.  **Student Voice Internship**  This role will work in close collaboration with the Associate Pro-Vice Chancellor for Student Voice, the Education & Student Experience Policy & Programmes Manager and colleagues from the Centre for Learning and Teaching, Students’ Union, SU Officers and Academic Reps, and other relevant teams to progress the work of the Student Voice Strategic Implementation Plan and support the development of a Student Voice Toolkit.  Responsibilities will be varied, but are likely to include:   * Mapping student surveys and associated insights * Reviewing Student Voice resources and web pages * Researching Student Voice across the sector * Developing new online resources for staff/students * Working with the web team to update Student Voice content * Attending and supporting meetings of the Student Voice Leadership Group |

|  |
| --- |
| **Source and nature of management provided** |
| The Associate Pro-Vice Chancellor for Student Voice and the Education & Student Experience Policy & Programmes Manager will provide oversight for this role and co-ordinate placement activities, |

|  |
| --- |
| **Staff management responsibility** |
| None |

|  |
| --- |
| **Special conditions** |
| None. |

|  |  |
| --- | --- |
| **Main duties and responsibilities** | |
|  | |
| **1** | Responsible for organising and planning their day-to-day activities when tasks have been assigned. |
| **2** | Adopt a solution focussed approach to their work, identifying problems and challenges, finding creative and viable solutions. |
| **3** | Use their initiative, taking 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 their competency. |
| **5** | Give presentations and updates, both in person and online, using effective communication skills and engaging with a range of stakeholders. |
| **6** | Support members of the Student Voice Leadership Group 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 students will be expected to:   * Present their project findings to the team/department, using an appropriate format. * Have developed effective project management skills. * Create a legacy or repository around their work (e.g., bank of good practice; relevant web page; digital resources) * Write a short reflective piece (or use digital media) identifying what they have learned and gained from the internship. * Start building a professional network to support their 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) (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** |