

<b>Job Title:</b>	Shaw Trust Policy Institute Policy and Public Affairs Intern
<b>Pay and hours:</b>	Real Living Wage, up to 30 hours a week (flexible)
<b>Reports to:</b>	Senior Policy and Public Affairs Adviser
<b>Location:</b>	Virtual remote working with possible occasional travel and office working
<b>Duration:</b>	Three to six months (tbc and to be discussed with successful candidate)

## Who we are

Shaw Trust believe in the right of every person in the United Kingdom to live a decent and dignified life through good employment. We are a not-for-profit social enterprise that seeks to improve life chances for employment for people who face social and economic challenges, or who may also be disabled or have complex needs. We the UK's largest not-for-profit social enterprise in the employability sector.

The Policy Institute is the advocacy engine for Shaw Trust, championing positive change for the people and communities we support, and the sectors we operate within. We advocate policy solutions to the challenges that the people we support, our sector and our society face. To do this, we will continue to learn directly from our delivery of our services, as well as using research to drive improvements in our service delivery.

## What we need

We are looking for our first placement in the Shaw Trust's Policy Institute's newly launched internship scheme, to support our policy, public affairs and research work for a three-six month period. Our Interns will get a uniquely broad range of high level, high quality policy, research and public affairs experience.

The scheme will be carefully structured to make sure our successful candidates get to experience all that Shaw Trust has to offer as the UK's largest not-for-profit social enterprise in the employment and skills sector.

Our Intern will produce evidence-based policy and research work which puts forward the voice of those we exist to support across all the Policy Institute's activities and areas of work. They will collaborate with, and disseminate this work to Shaw Trust colleagues, politicians, officials, and other stakeholders such as charity partners, academics and think tanks.

Tasks could include; literature reviews, qualitative and quantitative research methods, media and social media monitoring and analysis, political monitoring, organising and attending stakeholder events and meetings, planning and managing projects, writing e.g. policy papers, consultation submissions, briefings, letters, blogs, content for policy reports and media releases.

Long term research tasks for our intern could be researching the life journeys of those we support, with a view to identifying and addressing transition challenges in provision (e.g. between education and employment support - and how to address them) and assessing what good work and support to find employment should look like.

We are looking for; ambitious, enthusiastic, intellectually curious candidates, with a passion for social justice, equality of opportunity and diversity; knowledgeable about politics, public policy and research, **and an understanding of how evidence based advocacy can drive positive change for the people Shaw Trust exists to support**; excellent verbal and written communication skills, some level of mathematical literacy (comfortable using and interpreting data); strong interpersonal and relationship building skills.

Applicants from groups under-represented in the charity policy sector, particularly people with lived experience of disadvantage, poverty, discrimination and disability, are strongly encouraged.

## How to apply

You can find a job description , person specification and application form at [shaw-trust.org.uk/jobs](http://shaw-trust.org.uk/jobs)

Closing date for applications: Sunday, 8 November.

Interviews (via video conferencing): Week commencing 16 November.

## Person Specification

**Job Title:** Policy and Public Affairs Intern

(E = Essential D = Desirable)

### Core Competencies

- Embraces change and drives continuous improvement. (E)
- People centred in approach, takes accountability for results. (E)
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity. (E)
- Collaborates and unites with others behind the organisation 's mission. (E)
- Provides a best in class service to all clients internal and external . (E)

### Technical competency (qualifications and training)

- Educated to degree level in an arts, humanities, or social science discipline or equivalent experience. (D)

### Knowledge and Experience

- In depth knowledge and understanding of public policy in at least one of Shaw Trust 's key business areas: employment services, skills and apprenticeships, mental health and wellbeing, justice or education. (E)
- A genuine interest in social policy and championing the interests of the charity 's beneficiaries. (E)
- Experience of studying, researching and analysing complex public policy areas. (E)
- Experience of analysing complex data and produce concise findings. (E)
- Experience of using research to write detailed and clear essays, dissertations or reports. (E)
- Experience of giving internal and external presentations (D)

### Skills and Attributes

- Excellent written communication skills, including demonstrable ability to write essays/reports. (E)
- Excellent presentation skills. (D)

<ul style="list-style-type: none"> <li>• Demonstrable ability to research and analyse complex public policy areas and issues. (E)</li> <li>• Demonstrable ability to analyse complex data and produce concise findings. (E)</li> <li>• Demonstrable ability to produce detailed and clear essays/reports based on research. (E)</li> <li>• Ability to develop reasoned and evidence based arguments. (E)</li> <li>• Ability to network with colleagues and external stakeholders and establish good working relationships. (D)</li> <li>• The ability to work together with colleagues in the marketing and communications team. (D)</li> <li>• Highly organised, with good planning skills and the ability to deliver to agreed target dates. (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Ambitious, enthusiastic and intellectually curious (E)</li> <li>• Passion for social justice, equality of opportunity and diversity (E)</li> <li>• Knowledgeable about politics, public policy and research, <b>and an understanding of how evidence based advocacy can drive positive change for the people Shaw Trust exists to support ( E )</b></li> <li>• Excellent verbal and written communication skills, some level of mathematical literacy (comfortable using and interpreting data)</li> <li>• Proven ability to multi-task, manage multiple deadlines and be flexible in working style (take a 'running brief' for example) to deal with unpredictable events. (E)</li> <li>• Positive attitude to equality and diversity, including disabled people. (E)</li> <li>• Flexible, adaptable and innovative. (E)</li> <li>• Demonstrable commitment to the purpose and values of Shaw Trust (E)</li> <li>• Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly. (E)</li> <li>• Team player, always looking to improve ways of working. (E)</li> <li>• Able to act, speak and write at all times with neutral personal political views. (E)</li> <li>• Ability to work independently and to proactively follow own initiative. (E)</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of, and be able to, demonstrate a commitment to Equal Opportunities and Diversity. (E)</li> <li>• Applicants from groups under-represented in the charity policy sector, particularly people with lived experience of disadvantage, poverty, discrimination and disability, are strongly encouraged.</li> </ul>

### Main Duties and Responsibilities

1. Complete research work into new or developing government and opposition party policy identifying risks and opportunities
2. Complete research work to identify the needs of our beneficiaries within a changing social economic environment, including the development of staff and customer surveys, interviewing staff, customers and stakeholders and desk research.

3. Completing the analysis of internal and externally published performance data, labour market information, and demographic information as well as other qualitative and quantitative data.
4. Support the development of recommendations for organisational positioning based on research, evaluation and impact assessment .
5. Monitor, report back on and write up on key external political and policy developments of relevance to Shaw Trust.
6. Working collaboratively with Head of Policy and Public Affairs and Senior Policy and Public Affairs Adviser to develop and implement organisational messaging.
7. Prepare briefings in preparation for meetings and visits from elected parliamentarians and government officials.
8. Support the organisation and management of meetings and events with parliamentarians, local councilors, government officials and other key stakeholders.
9. Support research projects into current and new business areas working closely with other Business Development teams
10. Support the production of reports and papers for the Shaw Trust Policy Institute , including thought leadership pieces, in conjunction with other departments across the organisation .
11. Support the writing responses to national, devolved and local government consultations .
12. Develop and present briefing papers for internal staff and volunteers to increase awareness and understanding of developing policy areas
13. Represent the organisation at external events, including policy seminars and conferences.
14. Prepare presentations for the CEO and/or other senior leaders in the organisation , in consultation with the Policy and Public Affairs Team .
15. Support the organisation 's impact and social value reporting.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a

safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.