Internship Job Description – Communications Development internship

Payment: UK Living Wage rate
Accountable to: Scottish Parliamentary Corporate Body
Contract: Total of 455 hours, either equivalent of 13 weeks full time or 6 months part time
Location: Scottish Parliament, Edinburgh

Organisation profile: The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Scottish Parliamentary Corporate Body (SPCB) provides the staff, accommodation and services needed by the Parliament to carry out its work.

Website: www.parliament.scot

Internship overview
The purpose of the internship would be to gain an insight into the work of committees in the Scottish Parliament and to assist the Committee Office with its internal communications.

The intern would primarily work with the Committee Office manager to produce a communications plan for the office. They would work with colleagues in Committee Office and with other teams/office across the Parliament, for example Communications Manager in the Chief Executive’s Office, Web and Social Media Team and Media Relations Office. This internship would develop and build skills in communication establishing effective working relationships, using own initiative, working to deadlines and prioritising work.

Main duties and tasks
There are a number of different methods of communication used across committee office, from face to face contact to head of office emails. This internship will involve looking at these various methods of communication with a view to improving how we communicate. A committee office newsletter has been proposed on several occasions and, as part of the overall comms plan, the intern would be tasked to produce this. They would be asked to look at the information currently circulated, develop and produce a newsletter (considering what information should be contained in it) and then seek feedback to see how this could be improved (if any improvement was required).
Person Specification:
Essential skills and experience:

1. Able to write a clear report in plain English
2. Ability to collate and analyse a range of information and draw together conclusions and recommendations in a clear and accessible way to share.
3. Able to plan and manage your own work, with appropriate support, to deliver a project to agreed timescales
4. Good IT Skills, for example, an ability to use word, outlook, basic excel and PowerPoint. An ability to carry out basic research including interviews and searching for relevant information on the internet.
5. Good communication skills
6. Have a clear need for the opportunity, and be able to show how it will help you overcome barriers to achieving your career goals. *(this is assessed in the sections motivation for applying, skills development, and current employment status.)*
7. Must define as Deaf or disabled which includes physical, sensory and mental impairments, autistic spectrum, learning disabilities, learning difficulties such as dyslexia or long term health conditions. *(You do not need to give details in the supporting statement unless you wish to. If you do, this will not be removed from the application before the shortlisting panel sees it.)*

Additional Information

If you would like to discuss this opportunity with the employer prior to submitting your application, please contact: Vikki Little by telephone on 0131 348 5202 or by email at Vikki.little@parliament.scot

Completed applications to be forwarded by **10.00 a.m. Monday 12th August 2019** to:

By email: interns@inclusionscotland.org
Or post:
Naomi Waite
Inclusion Scotland
22-24 Earl Grey Street,
Edinburgh
EH3 9BN