



## Job Description

<b>Job Title:</b>	London Partnerships Student Intern
<b>Department:</b>	Vice Chancellor's Office
<b>Section:</b>	London Partnerships
<b>Level:</b>	Level 4
<b>Salary:</b>	Starting at £16.50 per hour
<b>Duration:</b>	Fixed-term (up to 12 weeks)

### Job Purpose:

The London Partnerships team is seeking a dynamic and creative intern, studying at Undergraduate level or above, to provide support to the London Research and Policy Partnership (LRaPP), in the student engagement workstream. This role offers an exciting opportunity to gain hands-on experience in public policy and civic university work, while contributing to an initiative that promotes collaboration between London government and the academic research community. LRaPP is run jointly between UoL and the Greater London Authority (GLA), with the aim of building strategic and structured relationships between academic researchers and policymakers and sharing knowledge, skills and other resources to tackle the capital's critical challenges.

This is a short-term, part-time opportunity for up to 12 weeks.

This role will support a Policy Fellow lead on developing one of LRaPP's key knowledge brokerage activities by researching and implementing a pan-London approach to student research projects. The aim of the student engagement workstream is to embed undergraduate/postgraduate students in research-practice- policy partnerships by matching them with real-world data from policy and practice settings across London (i.e. the Greater London Authority, London Councils, Local Authorities, Voluntary and Civil Society organisations, business organisations, public sector organisations) as an integral part of their university-required projects/placements (i.e. to fulfil undergraduate and postgraduate level projects).

The intern will play a key role in the co-production of various initiatives to strengthen students' engagement with policymakers in London. This opportunity would suit someone with an interest in pursuing a career in public policy, or interested in the connection between government and academia.

**1. Research:**

- a. Supporting the Policy Fellow in conducting desk-based research on best practices to promote student engagement in cities.
- b. Coordinating and potentially conducting interviews with a diverse range of stakeholders.
- c. Providing support for organising and conducting focus groups.
- d. Supporting with report writing, ethics applications, transcriptions, briefing documents, and others as required.

**2. Co-production:**

- a. Actively bringing the student perspective into the design and execution of project plans as part of the student-engagement workstream.
- b. Proposing creative ways to embed students into the various policy-oriented projects.
- c. Proposing initiatives to disseminate LRaPP work across the student body.

**3. Communications:**

- a. Contributing with creative proposals for external communication related to the student engagement workstream.
  - b. Providing support for virtual and in-person events planning and delivery including suggestions of creative and interactive forms of engagement.
  - c. Support developing creative ways of outreach, especially to students.
4. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
  5. To maintain an awareness and observation of fire and health and safety regulations
  6. Any other duties consistent with both the grade and scope of the post
  7. Any other duties reasonably required of the postholder by the reporting manager.

**Reports to:**

Domenica Avila-Luna, Consultant Policy Fellow,  
LRaPP, University of London

**Responsible for:**

None

**Additional demands of the role:**

This role is part-time and flexible around candidates' studies. The role can be undertaken remotely with occasional in-person meetings.

For international students, please ensure that your visa allows to undertake part-time work in the UK. Please, add a line in the cover letter stating your visa status.

**Person Specification**

**EXPERIENCE & PERSONAL QUALITIES**

*Essential:*

- Interest in and some understanding of public policy, and/or the intersection between public policy and academia
- A self-starter with suitable level of confidence
- A flexible, responsible and 'can-do' approach working to a changing policy and political landscape.
- Excellent standard of organisational, time-management and administrative skills.

*Desirable:*

- Proven relationship with student associations.
- Experience as student ambassador
- Good knowledge of London

## TECHNICAL KNOWLEDGE & SKILLS

*Essential:*

- Basic administrative skills
- Strong writing and communication skills, with attention to tone, grammar and clarity.
- Experience conducting research especially qualitative interviews or focus groups.

*Desirable:*

- Familiarity managing student communications.
- Familiarity with developing social media products for student audiences.

## EDUCATION & PROFESSIONAL QUALIFICATIONS

*Essential:*

- Studying at Undergraduate level or above