



- Post:** In2scienceUK Programme intern x2
- Length of Contract:** 15 weeks (4 days a week) one starting January - March, and one starting April to June (exact start and end dates flexible)
- Reporting to:** Helen Jones, Head of Programmes
- Location:** Home-based
- Salary:** £300 per week

About in2scienceUK

Our mission is to support young people from disadvantaged and low income backgrounds to achieve their potential and progress to science, technology, engineering and maths (STEM) degrees, apprenticeships and careers to become the inventors and pioneers of the future.

To date the charity has supported over 2000 young people from low income backgrounds through an impactful programme involving STEM work placements, skills workshops and career guidance. In 2020 In2scienceUK successfully developed and delivered a virtual placement programme for over 550 year 12 students, to continue to connect our students to world-class scientists, engineers, technologists and researchers to develop the skills and confidence for a successful career in STEM. In 2021 In2scienceUK will be continuing to develop their programme aimed at year 12 students, along with increasing their support for In2scienceUK alumni through our alumni programme and piloting a new mentoring programme for people from disadvantaged or under-represented groups interested in studying a PhD.

Role Summary

As an In2scienceUK intern you will primarily support the development and delivery of the In2scienceUK summer programme for year 12 students, however there may be opportunities to support the In2scienceUK Alumni programme and there may be opportunities to get involved in other aspects of the charity.

Your specific areas of responsibility will depend on when during programme development and delivery the internship takes place, but may include:

- Supporting the team with student and volunteer recruitment
- Coordinating and conducting student interviews
- Working with volunteers to develop programme content, workshops and webinars
- Supporting delivery of online events, including student inductions, volunteer training and programme webinars
- Creating and updating programme content on the In2scienceUK online platform
- Writing case studies for the In2scienceUK website and impact reports.
- Working on the In2scienceUK social media channels to create and post relevant content
- Creating newsletters and drafting communications for students and volunteers.



- Supporting the Programmes team with additional projects taking place over the period of the internship

You will be someone with an interest in promoting social mobility and diversity in STEM, who enjoys working with young people and has an understanding of the barriers facing young people from low socioeconomic backgrounds when accessing higher education. You will also have strong organisation, communication and interpersonal skills.

Person Specification

Knowledge and qualifications

Essential:

- Completed or studying a STEM related degree

Desirable:

- An understanding of social and economic barriers that prevent some young people from progressing to higher education

Skills

Essential:

- IT skills: competent user of GMail, and GSuite applications
- Ability to work independently and manage own workload.

Desirable:

- Ability to write clear, accurate and appealing text for different audiences.
- Excellent presentation skills.
- Experience of using MailChimp or website editing software

Experience

Desirable:

- Experience of working with young people, particularly in a classroom/workshop/youth work environment
- Experience of coordinating and supporting the delivery of events and complex projects involving multiple tasks

Personal Qualities

Essential:

- Excellent communication and interpersonal skills that adapt to a range of audiences including young people, parents, teachers, researchers and STEM professionals.
- Show respect, humility and discretion in working with others.
- Highly organised and efficient, able to prioritise tasks and be persistent
- Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenge such as setbacks



Application Procedure

Please send your CV and a brief cover letter to Helen Jones at helen@in2scienceUK.org. As part of your cover letter please indicate when you are available to complete the internship (January-March and/or April-June).

Deadline: 13th November 2020

Interview: Week of 23rd November 2020

Interviews will be held virtually via Google Hangouts.