



- Post:** In2scienceUK Programme Intern and Development Intern
- Length of Contract:** 3 months (4 days a week) October - December or January - March (exact start and end dates flexible)
- Reporting to:** Head of Programmes
- Location:** Home-based
- Salary:** £305 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 2500 young people through an impactful programme involving STEM work placements, skills workshops and career guidance. In 2021 In2scienceUK supported over 650 year 12 students across the UK, connecting them with world-class scientists, engineers, technologists and researchers to develop the skills and confidence for a successful career in STEM. In 2022 In2scienceUK will be continuing to develop the programme aimed at year 12 students, along with increasing support for In2scienceUK alumni through our alumni programme and delivering a new programme for people from disadvantaged or under-represented groups interested in studying a PhD.

We are looking for up to four interns, working with either the Programmes Team or the Development and Fundraising Team, two for October to December and two for January to March.

Role Summary - Programme Intern

As an In2scienceUK Programme intern you will support the development and delivery of the In2scienceUK summer programme for year 12 students, the In2scienceUK Alumni programme and In2research programme. However, there may also 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
- Working with the programmes team to develop the 2022 programme
- 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, teachers and volunteers.



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

Role Summary - Development Intern

As an In2scienceUK Development intern you will support the fundraising and development team in their fundraising activities for In2scienceUK Programmes. There may also be opportunities to get involved in other aspects of the charity.

Your specific areas of responsibility may include, but are not limited to:

- Researching and identifying potential partnerships
- Researching and writing grant applications
- Maintain a database of partnerships and applications
- Creating partner newsletters and communications

Person Specification

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.

Knowledge and qualifications

Desirable:

- An understanding of social and economic barriers that prevent some young people from progressing to higher education
- Completed or studying a STEM related degree

Skills

Essential:

- IT skills: competent user of GMail, and GSuite applications
- Ability to work independently and manage own workload.
- Ability to write clear, accurate and appealing text for different audiences.

Desirable:

- Excellent presentation skills.
- Experience of using MailChimp or website editing software

Experience

Desirable:

- Experience of coordinating and supporting the delivery of events and projects involving multiple tasks OR
- Experience of working with young people OR
- Experience of grant writing or fundraising



Personal Qualities

Essential:

- Excellent communication and interpersonal skills that adapt to a range of audiences.
- 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 challenges
- Can work to a deadline.
- Can work independently and collaboratively

Application Procedure

Please send your CV and a brief cover letter to Helen Jones at recruitment@in2scienceuk.org including the role title in the subject line. As part of your cover letter please indicate whether you are interested in the Programme internship, Development Internship or both, and when you are available start (October, January or either)

Deadline: 23 September 2021

Interview: Week of 27 September 2021